

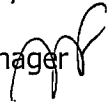


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MANAGEMENT ADVISORY #09-005

DATE: March 6, 2009
TO: Agency and University Personnel Officers and Benefit Coordinators
FROM: Suzetta Furlong, Manager 
SUBJECT: REMINDER: Medical and Dependent Care Reimbursement Account Deadlines

Please remind your employees of these important medical and dependent care reimbursement account deadlines for the 2008 plan year:

- March 15, 2009—this is the last date of service that can be used to claim the money that was contributed to your FSA in 2008. Receipts dated after March 15 will be applied to your account for 2009.
- April 15, 2009—this is the deadline for filing medical and/or dependent care claims. Take note:
 - Claims with postmarks, fax dates, or time stamps after midnight, Wednesday, April 15, 2009, cannot be honored.
 - If you have any remaining contributions in your 2008 account after eligible claims have been processed, you will lose those contributions.

Claim forms are available in People First. Log on and go to the Health & Insurance tab. Select Benefits Materials at the bottom of the page. From the drop down menu, select FSA/HSA Plan Forms. Click the link for FSA Reimbursement Claim Form/Instructions.

Flexible spending accounts are a great way to fund medical and dependent expenses with pretax dollars, but if you don't submit your claims by the deadline, you lose the benefit of these accounts—and the money.