

### **March 31 – Deadline to File 2011 Health Care and Day Care Flexible Spending Account Claims**

If you incurred eligible Flexible Spending Account (FSA) expenses and have money remaining in your 2011 Health Care FSA, or in your Day Care FSA, you have until March 31, 2012 to file for reimbursement.

Access [www.healthhub.com](http://www.healthhub.com) to:

- Review your 2011 FSA account balances
- Review a listing of IRS eligible expenses
- Submit your claim online (select Financial tab at top / then Quick Links / File a Claim)
- Print the Express Claim Form - after submitting the claim online, fax the form with receipt information to PayFlex at 402-231-4310, or upload your claim directly to PayFlex.
- All claims and receipts must be received at PayFlex by March 31 to avoid forfeiting your contributions.

IRS regulations allow an additional 2 ½ months after the end of the plan year (March 15, 2012) to incur eligible Health Care FSA expenses and apply the expenses toward 2011 balance. Expenses for Day Care FSA must have been incurred by December 31, 2011. Submit both your Health Care and Day Care FSA receipts for reimbursement no later than March 31, to claim any remaining 2011 dollars.

If you have questions or need assistance regarding your FSA balance or the filing requirements, contact PayFlex at 800-284-4885. Customer Service hours are: Monday-Friday, 7:00am - 7:00pm (CT) and Saturday, 9:00am - 2:00pm (CT).