

FOR TODAY, FOR TOMORROW, FOR LIFE

An Introduction to  
**Allied Flex**

## Putting You in Control

Every year healthcare costs are escalating, but now you have the power to create cost savings by taking control of your own healthcare dollars. Your employer has teamed up with Allied to give you the opportunity to make a decision today that will save you and your family money for the future.

Allied Flex allows you to set aside pretax dollars to pay for out-of-pocket health and dependent care expenses. You decide how much you want deducted from your paycheck on a pretax basis throughout the plan year. Allied Flex puts *you* in control.

Allied Flex provides a number of advantages — fiscal and personal — to you as an employee. One of the most desirable and economical aspects of an Allied Flex Plan is the way it increases your spendable income and reduces your federal income, state, and Social Security taxes. Since taxable income is reduced by the amount contributed, you reduce the amount you pay in taxes and increase the amount of your paycheck you get to keep. See the chart below to see how Allied Flex helps you save.

	With Flex	Without Flex
Annual Salary Before Taxes	30,000	30,000
FSA Contribution	-1,500	0
Taxable Income Less Taxes	28,500	30,000
Federal Income Tax (Estimated 15%) FICA 7.65%	-6,455	-6,795
Less Healthcare Expenses	0	-1,500
Take-Home Pay	22,045	21,705
<b>TAX SAVINGS</b>	<b>\$340</b>	<b>\$0</b>



## Flex Online Account Management

Easy-to-use tools on Allied's secure website allow you to track your Allied Flex account expenses, balances, and claims from anywhere, anytime. Obtaining an account number is simple. Go to [alliedbenefit.com](http://alliedbenefit.com) and click "Request New Account" on the far left side of the page.

**Scan and email claims to:**  
[flexclaims@alliedbenefit.com](mailto:flexclaims@alliedbenefit.com)

**Fax Flex claims to:**  
312.416.2870

**Mail claims to:**  
200 W. Adams St. Suite 500  
Chicago, IL 60606

**Allied Flex Customer Service:**  
312.906.8080

**Hours:**  
Monday-Thursday: 7:30am-5:00pm  
Friday: 8:00am-5:00pm

For even more information on Allied Flex, visit [alliedbenefit.com](http://alliedbenefit.com).

## You Choose

**Health FSA** – When participating in a Health FSA, you choose how much of your salary you want to set aside pretax to pay for out-of-pocket medical expenses such as deductibles, coinsurance, co-payments, prescriptions, physical examinations, dental, vision, and more. Most over-the-counter (OTC) medicines and drugs must be accompanied by a prescription to be reimbursed under your FSA. You can however purchase some OTC items without a prescription such as contact lens solution, diabetic supplies, and bandages. Starting day one of your plan you can use these funds for yourself, your spouse, or any of your eligible dependents, even if they are not covered by your health plan. However, you must be able to claim them on your federal income tax form. For more information and a full list of eligible expenses, visit [alliedbenefit.com](http://alliedbenefit.com).

**Dependent Care FSA** – Similar to the Health FSA, you choose how much of your salary you want to set aside pretax for dependent care expenses incurred inside or outside your home, while you (and your spouse, if you're married) are working or attending school on a full-time basis. Dependents under the age of 13 and dependents or spouse of the taxpayer who are physically or mentally incapable of caring for themselves qualify for reimbursement. Babysitters, before-and after-school child care programs, and day care, as well as expenses paid to your relatives, except your spouse or other dependents, are also generally reimbursable. Unlike the prefunded Health FSA, money in your Dependent Care FSA is not available on day one — you can only draw on the amount contributed.

## Accessing Your Funds

**Allied Flex Debit Card** – Avoid paying cash for drug and physician co-pays, filling out claim forms, and awaiting reimbursement. With the Allied Flex Debit Card, you can use a single card to pay for all qualified expenses wherever debit MasterCard is accepted. Whether you are visiting a doctor or stopping at the pharmacy you can simply swipe your Allied Flex Debit Card, and approved expenses are automatically deducted from your FSA account. Allied still recommends you save receipts, as Allied may ask you for copies to verify that the expenses are eligible under the FSA. In most cases you won't need to submit a receipt, because with the Allied Flex Debit Card, your purchases will be auto-substantiated at thousands of retailer locations nationwide. The Allied Flex Debit Card can only be used for health expenses. For more information on eligible locations, visit [sigis.com](http://sigis.com).

**Manual Submission** – Both dependent care and healthcare reimbursement claims may be submitted to Allied. Each claim must include a receipt showing the type and amount of the expense as well as the date the expense was incurred. An explanation of benefits from your group health plan will satisfy this requirement. If a claim for payment of expenses under your Allied Flex Plan is denied, Allied will provide written notice of the denial explaining the specific reasons for the denial, and a description of any additional material or information necessary.

## **Flex Plan Highlights** - contribution limits, provisions and claim submission deadlines

### **Health Flexible Spending Account**

- \$2,600 individual IRS maximum
- **\$500 Rollover Provision** – your employer has adopted the IRS rule allowing you to carry over up to \$500 of unused flex funds remaining at year-end to be used for qualified medical expenses incurred in the subsequent year. All unused funds over \$500 will be forfeited.

### **Dependent Care Flexible Spending Account**

- \$5,000 household IRS maximum

### **Claim Submission Deadline – *Health FSA and Dependent Care FSA***

- All 2018 flex claims must be submitted by March 31, 2019.
- All claims submitted after this 3 month extension will be denied or applied to the new flex plan year if incurred dates apply.
- **Use it or Lose it Rule:** IRS regulations require that any money left in the account after this deadline will revert back to the plan.

### **Allied Flex Debit Cards – *Health FSA Only***

- Flex debit cards are automatically issued to all participants at no cost
- Flex debit cards are good for 3 years - please review the expiration date.
- Debit cards for dependents may also be requested at no additional cost

### **Direct Deposit Reimbursement**

- Easy and instantaneous payments utilizing the bank account of your choice