

**PEBB Dependent Care Flexible Spending Account Enrollment Form
Active Employee**

2008 Plan Year – Instructions

Enroll online at <https://pebb.benefits.oregon.gov/members>

Complete this form to enroll for a Dependent Care Flexible Spending Account (FSA) for 2008, as a newly hired employee or during Open Enrollment.

- Effective date for Open Enrollment is January 1, 2008. Effective date for a mid-year enrollment is the first of the month following receipt of the appropriate forms.
- If you terminate employment, no contribution to your account will be taken from your final pay.
- Application Software, Inc. (ASIFlex) administers the FSA plans. If you have any questions about your FSA reimbursement or account balance, contact ASI at 1-800-659-3035 or www.asiflex.com. Detailed information is available in the PEBB Benefit Handbook, on-line at www.oregon.gov/DAS/PEBB or from ASI.

SECTION A – EMPLOYEE INFORMATION

- Complete each item in this section.

SECTION B – CONTRIBUTION AMOUNT

- **Total Year Election:** Calculate your monthly deposit based on the effective date of enrollment and the number of calendar months remaining in the year (Open Enrollment is 12 months). If you are an **Oregon University member** and do not anticipate working 12 months, contact your university benefit representative for additional information.
 - If you are married filing jointly – the limit is \$5,000 in the calendar year.
 - Single or head of household – the limit is \$5,000 in the calendar year.
 - If you are married and filing separately – the limit is \$2,500 in the calendar year.
 - If both spouses work and participate in an FSA (even if through different employers), the \$5,000 limit in the calendar year applies to the combination of both accounts.

SECTION C – DEPENDENT INFORMATION

- List your dependents under the Dependent Care FSA.

SECTION D – EMPLOYEE SIGNATURE AND AUTHORIZATION

- Read this section carefully, sign and date the form.
- Make a copy for your records and submit to your agency/university payroll, personnel or benefits office.

