



## Human Resources Department

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### FLEXIBLE SPENDING AT RETIREMENT

SELECT ONE OF THE FOLLOWING OPTIONS

\_\_\_\_\_ I wish to continue my flexible spending account and pay the balance of the full amount selected for the calendar year, deducted from my final paycheck. The flexible spending payment card may no longer be active after the date of retirement, but other processes for reimbursement will be in place. The eligibility end date will be December 31 of the year of retirement. Requests for reimbursement must be submitted within 90 days of my eligibility end date.

Example: \$2,500.00 annual election. \$500.00 in normal year-to-date payroll deductions through final paycheck. An additional \$2,000.00 would be deducted from the final paycheck. Eligible for reimbursement of up to \$2,500.00 in eligible expenses for plan year.

OR

\_\_\_\_\_ I wish to end my flexible spending account contributions as of the year-to-date payroll deductions at the time of retirement and use the account for expenses incurred to the end of the plan year, up to the amount of year-to-date payroll deductions. The flexible spending payment card may no longer be active after the date of retirement, but other processes for reimbursement will be in place. The eligibility end date will be December 31 of the year of retirement. Requests for reimbursement must be submitted within 90 days of my eligibility end date.

Example: \$2,500.00 annual election. \$500.00 in year-to-date payroll deductions (including normal deduction from last paycheck). Eligible for reimbursement of up to \$500.00 in eligible expenses for plan year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Final check date: \_\_\_\_\_