



State of New Mexico

Flexible Spending Account Acknowledgment

A Flexible Spending Account (FSA) is an employer-sponsored benefit that allows you to pay for eligible medical expenses, dependent care, and work-related qualified transportation expenses on a pre-tax basis. If you expect to incur medical expenses that will not be reimbursed by another plan, a FSA is a great way to save money while covering those costs.

The contributions you make to a FSA are deducted from your pay check before your federal, FICA, and state taxes are calculated and never reported to the IRS. The end result is that you decrease your taxable income and increase your spendable income.

You may enroll every year on January 1st, unless you have a qualifying event. You will need to determine an annual election amount to set aside into your FSA. This annual election amount will be deducted from your paycheck in equal installments each pay period and placed in your FSA.

You will receive a benefits debit card to pay for your eligible expenses.

FSA is prefunded, meaning that you will have access to your full annual election amount at the beginning of the plan year regardless of the amount contributed to date. Any funds unused at the end of the year are forfeited.

Qualified transportation benefits also offer pre-tax savings for mass transit/vanpooling and parking expenses incurred when you commute to and from your place of employment.

For more information, please contact CompuSys/Erisa Group Inc. at (800) 933-7472 or visit: www.nmflex.com

Acknowledgment:

Employee Name: _____
(Print)

Employee Signature: _____

Date: _____

CC: Personnel File
Enclosure – FSA Information Flyer