

FLEXIBLE SPENDING – DEPENDENT CARE

A dependent care flexible spending account is a pre-tax payroll deduction that you can use to be reimbursed for your dependent care expenses (usually daycare). For eligible expenses, see www.irs.gov/pub/irs-pdf/p503.pdf

The total amount of your dependent care flexible spending account is written in by you on your TechSelect form which you receive every November. This is the total estimated amount of your dependent care expenses for the applicable calendar year, not to exceed \$5000.

For example, if your estimated daycare expenses for the next calendar year are \$3800.00, you would write in “3800.00” in the dependent care box on your TechSelect form. This total would be distributed among 24 pay checks (18 pay checks if you are paid over 9 months) as a pre-tax payroll deduction. Expenses must occur in the same calendar year as the deduction. You will lose it if you do not use it, so be careful when you estimate your daycare expenses.

You would then pay your daycare provider for services, and obtain a receipt. The receipt must include:

- Provider’s name
- Provider’s signature
- Dates of service
- Cost of services and amount paid
- Who service is for

Attach this receipt to a completed Flexible Spending Accounts Claim Form. You must have this amount accrued in your flexible spending dependent care balance. Send the claim to the attention of Amy Olson in the Benefits Department. You should receive your reimbursement within 5 days.