



# DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

If you incur child and dependent care expenses so that you (and your spouse if married) can work may take advantage of the Dependent Care Flexible Spending Account (DCFSA). The account allows you to pay for child and dependent care expenses with pre-tax funds set aside on a pre-determined basis. You save state (where applicable), federal and FICA taxes.

- Dependent must be under 13 (or incapable of self-care)
- Dependent must be claimed as a dependent on tax return.
- Expenses are reimbursed up to amount deposited in your account at the time of the claim submission
- Eligible expenses outlined in IRS Publication 503
- Reimbursement goes directly to you

Note: There is minimum reimbursement payment amount of \$40.00 unless it's your end of the year claim.

## HIGHLIGHTS OF YOUR EMPLOYER'S PLAN

**Maximum Election: \$5,000**

**Plan Year:**

**Run-Off:**

**Availability of Funds:**

Elected funds are available as deposited into account per pay period.

**Receive Reimbursement for:**

Day-care Expenses | After-school Care | Summer Day Camp



## DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT VS. TAX CREDIT

### Consider the Following Example:

Sally is unmarried and has a gross income in 2014 of \$39,500. She would be eligible for a tax credit of 22% of her dependent care expenses. She had \$3,500 in dependent care expenses for her only child. She is therefore entitled to a tax credit of \$660 (22% times \$3,000). Assuming she was in the 15% tax bracket, her savings with a reimbursement account would be \$793 (22.65% times \$3,500).

Sally would save \$133 more per year with the Dependent Care Flexible Spending Account.

If your family adjusted gross income* is		Your best tax savings on dependent care expenses is the
more than \$39,000 .....		<b>Reimbursement Account</b>
less than \$39,000 (10 or 15% tax bracket) .....		<b>Tax Credit</b>
less than \$39,000 (in 27% tax bracket) .....		<b>Reimbursement Account</b>

\*Your family adjusted gross income equals all of your income (and your spouse's if you are married and file jointly) from wages, salaries and other sources (except tax exempt income) minus your deductions (if any) for IRA contributions, deductible alimony payments, and certain other non-itemized deductions. Your itemized deductions (if any) are NOT subtracted. Your standard deduction and exemptions for yourself, your spouse and your dependents are also NOT subtracted.

These are only illustrations, your personal tax consequences may vary.



# DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

## WHAT IS A DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT?

A Dependent Care Flexible Spending Account (DCFSA) allows you to set aside up to \$5,000 of your pay for dependent day care expenses on a pre-tax basis. If you incur those expenses so that you (and your spouse if you are married) can work, you may take advantage of the DCFA.

### What is the advantage to setting up an account?

Setting funds aside in an DCFSA allows you to save on state (where applicable), federal income and FICA taxes. Those taxes are taken based on the amount you earn after your DCFSA deduction. Deducting DCFSA funds from your paycheck pre-tax lessens how much you owe in taxes.

### Who is considered an eligible dependent?

- ☐ A DCFSA dependent must also be claimed as a dependent on your tax return
- ☐ The dependent must be under 13 or incapable of self-care
- ☐ Dependent eligibility ends on 13th birthday

## Dependent Care Contribution Limitations

If you have day care expenses so you and your spouse work and...

- ☐ you file a joint tax return, you can contribute up to \$5,000
- ☐ you file a joint tax return, but you or your spouse do not earn at least \$5,000 a year, you are limited to a contribution equal to the lowest salary
- ☐ you are married filing separate tax returns, you are each limited to a \$2,500 contribution

Note: If you are single, the household maximum contribution is \$5,000.

## Important Considerations

- ☐ You can't claim funds reimbursed by the DCFSA on your tax return
- ☐ When considering whether to utilize a DCFSA with a \$5,000 per household federal maximum versus the federal child tax credit, you should also review the IRS Child and Dependent Care Expenses publication on the IRS website, [www.irs.gov/pub/irs-pdf/p503.pdf](http://www.irs.gov/pub/irs-pdf/p503.pdf)
- ☐ Expenses are reimbursed up to the amount available in your account at time of the claim submission
- ☐ Eligible expenses are outlined in IRS Publication 503
- ☐ Any DCFSA funds not used at the end of the plan year are forfeited

## What if you change your mind?

Once you elect the DCFSA amount for the year, it cannot be changed until the next open enrollment or you experience a qualifying event.

## CLAIMS & REIMBURSEMENT

### What information is needed to submit a claim for reimbursement?

To request reimbursement for your DCFSA expense(s), you need to complete and submit a reimbursement request. A complete request should include the following:

- The date range of the services
- The daycare provider name & taxpayer ID number
- Name and date of birth of the dependent
- Amount incurred
- Dependent care provider's signature or detailed invoice
- Your signature

### How are claims submitted?

Claims can be submitted many ways for your convenience:

- Log into the Consumer Portal, enter the claim details, and upload scanned supporting documentation to us.
- Log into the mobile app on your smartphone, enter the claim details and snap photos of supporting documentation to submit them to us.
- Complete a claim form, attach copies of supporting documentation and send them by mail, fax or email to us. You can even drop them off in person!

You can track all your claims through the Consumer Portal from our website or the mobile application.

### How does the reimbursement work?

Once a claim has been processed and approved, reimbursement can be issued to you by check or direct deposit.

### How long does it take to be reimbursed?

DCFSA claim reimbursement requests are processed and paid weekly. Completed reimbursement requests with eligible expenses received at csONE by Friday are processed and payments are sent by the following Thursday.

**csONE Benefit Solutions**

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