



City of Hickory
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2017 Flexible Spending Account Enrollment

To: All City Coworkers

From: Human Resources

Date: November 1, 2016

Subject: Flexible Spending Account Reimbursement Open Enrollment

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- ❖ November is the Open Enrollment period for the Flexible Spending Account. This is the only time you may enroll in the City of Hickory's Reimbursement Account unless there is a major family status change. The plan year for the Reimbursement Account is January 1, 2017 – December 31, 2017.
 - ❖ **The deadline for enrolling is December 16, 2016 .**
 - ❖ When enrolling in the Reimbursement Account, plan carefully. Calculate co-pays, payments for braces, planned procedures, etc. and set aside per pay period on a pre-tax basis. The 2017 maximum contribution for Health Care Reimbursement will be \$2600; Dependent Child Care will remain \$5000 Standard with \$2500 when married and filing single tax return. **All funds must be used prior to December 31, 2017.** Claims for these expenses will be accepted until March 15, 2018. Any money left over at the end of the year cannot be returned to you. This is according to IRS regulations; **"Use It or Lose It"**.
 - ❖ Please complete the enrollment form on the next page and return it to Human Resources on or before December 16, 2016.
 - ❖ If you have questions or concerns, please feel free to call.

