



Important Information About Your Flexible Spending Plan

Dear Flexible Benefit Participant:

This letter is to advise you that the administrator of your Flexible Spending Account (FSA) under Howard County Government will be Flexible Benefit Administrators, Inc. ("FBA"). This change will take effect on **January 1, 2016**.

It is important for you to read the information below as it will provide you with the details you need to know of how this change will impact you.

Important Transition Dates

On January 1, 2016, any rollover funds from your 2015 election (up to \$500), along with your balance information will transfer from TASC to FBA. **No action is required from you for this transition to take place.** The transition period will be approximately two weeks. During this period, you will not be able to access the rollover funds or balance from your 2015 plan year election. You can submit 2015 claims, not yet submitted to TASC, to FBA. All claims submitted during this transition period will be reviewed and processed after review of the account balance information received from TASC.

New FBA Benefits Card

If you currently utilize a benefits card with the FSA under TASC, **the last day you can use your current card will be December 31, 2015.** It will be deactivated at midnight on **December 31, 2015** regardless of the expiration date on your card. FBA will mail you a new flexible benefits debit card – the FBA Benefits Card- to your home address on record approximately five to seven (5-7) business days after your information has been processed. You should expect this card prior to January 1, 2016.

During the transition you can submit a claim against the rollover funds, or incurred expenses from 2015, to FBA to request reimbursement by check or direct deposit. You will be able to use your new FBA Benefits Card for eligible 2016 expenses on January 1, 2016 with your 2016 election.

Submitting Claims to Flexible Benefit Administrators, Inc.

On **January 1, 2016** send all FSA claims to Flexible Benefit Administrators, Inc.:

Email: flexdivision@flex-admin.com

Fax: 757-431-1155

Mail: Flex Division c/o Flexible Benefit Administrators, Inc.
P.O. Box 8188 Virginia Beach, VA 23450

Direct Deposit

If you had elected direct deposit for reimbursements from your TASC FSA, you will need to complete an FBA Direct Deposit Form in order to re-establish this process through Flexible Benefit Administrators, Inc.

Have Questions?

Prior to January 1, 2016, please call the TASC customer service center at 800-422-4661 for questions regarding your FSA.

Beginning on January 1, 2016 visit www.flex-admin.com or call Flexible Benefit Administrators, Inc. at 800-437-3539. Customer Service hours are weekdays, 8:30am to 5:00pm Eastern time.