

Dear employees:

It is that time of year where you are presented with a great opportunity regarding your benefits. The FSA enrollment for our employees is now upon us. This is a *free* benefit from (insert company name) that allows you to pay for out-of-pocket medical and dependent care expenses pre-tax. Expenses for you, your spouse and dependents can run through the program saving you approximately 30 cents on the dollar.

If you are new to the FSA plan or have questions, our Human Resource department has a number of educational opportunities that we hope will meet your needs. The best resource is the meeting or/on line webinar or/enclosed tri-fold (select best option for you company). You can get these materials online at (your intranet or [www.beneflexhr.com](http://www.beneflexhr.com) or attached/enclosed). Please review these materials and contact us if you have any questions.

The online election/forms must be submitted to HR by \_\_\_\_\_. If we miss this date it can delay the set up of the plan and delivery of FSA cards if you are new to the plan. Remember, if you are already in the plan; keep your Benny card as it is used year after year until it expires.

We hope you will take advantage of this tax savings opportunity. The maximum election for medical this year is \_\_\_\_\_ and \$5,000 for dependent care. If you have any questions pertaining to this benefit, you may contact us or contact the customer service department at BeneFLEX by sending an e-mail to [info@beneflexhr.com](mailto:info@beneflexhr.com) or calling (314) 909-6979 or (800) 631-3539.