

Don't leave money behind

Your FSA funds are available on day one of your plan. If you have a dependent care FSA, funds are available as they accumulate from your payroll deductions. Your medical FSA and limited purpose FSA have a carry-over feature that allows you to carry over up to \$500 into the next flexible benefits plan year. Any balance greater than \$500 remaining in your account on December 31 each year will be forfeited.

The dependent care FSA does not have a carry-over feature. All flexible benefit plans require that you file claims by April 30 of the following year; otherwise, the claim will be denied.

Run-out period

The run-out period gives you extra time to gather and submit claims for eligible health and dependent care expenses you incur during the previous plan year.

Changing contributions

If you get married or divorced, or if you have a baby, you may be able to change the amount you contribute to your FSA. This is called a change in family status. If you have a change in status, your benefits representative can help you change your contributions. For specific details, check your employer's plan document.

We're always here

If you have questions about managing your Optum Financial FSA you can go to optumbank.com/tennessee or call **1-866-600-4984**, 24/7, excluding major U.S. holidays, to speak to a highly trained account representative.

Take care of your financial health

Make the most of your
Optum Financial flexible spending account





We keep it simple

Your health and your money are two of your most important assets. You've enrolled in an Optum Financial flexible spending account — a great first step toward taking care of them both. Now use this guide to help you save hundreds — or even thousands of dollars per year with your Optum Financial FSA.

Paying for expenses

The Optum Bank payment Mastercard® is the fastest, most convenient way to pay for FSA-eligible expenses. With it, there's no need to pay cash for out-of-pocket expenses, no waiting for reimbursements and no paper forms to complete. Plus, card transactions happen in real time, so your account balance is always up to date.

You'll receive two payment cards by mail. Keep one for your own use and share the other with a spouse or dependent, or save it as a backup.

Or you can pay for eligible expenses with your own cash, check or credit card. Then you can submit a claim to be reimbursed. Submit claims by signing into your account at optumbank.com/tennessee. You can also submit your reimbursement request on the mobile app or by submitting a paper claim form with documentation by email, mail or by fax.

You can choose how you want to be reimbursed — with a check or by direct deposit into your bank account. Direct deposit is quicker and easier. If you choose check reimbursements, you'll need to have a minimum of \$25 in claims before we issue a check.

Save your receipts

It's very important to save all itemized receipts when you use your Optum Bank payment Mastercard®. Receipts must include the date, the service or product obtained, what you paid and the name of the provider. From time to time, we may ask you to send us a receipt to confirm that you used the debit card for an eligible expense.

Saving itemized receipts is a requirement of the IRS. Failure to provide documentation of a payment card purchase when requested may lead to your card being deactivated and your expense reported to your employer as a taxable expense.



The Optum Bank payment Mastercard® makes it easy to pay for eligible health care expenses.

We're everywhere you go

The mobile app is the easiest way to check your balance, submit and review claims, and get messages—even when you're in line at the pharmacy. You can snap a photo of a receipt using your device's camera and upload it to your account to document your claim.

Information at your fingertips

Here are a few of the things you can do faster and easier online:

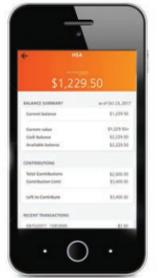
- View account balances and upcoming payments
- Receive notices of claim denials with information on how to repay your account or submit receipts
- Sign up to use our mobile app
- Change your reimbursement method from check to direct deposit
- Manage your personal information, such as your email address, bank account for direct deposit and dependent information
- Download service forms
- Sign up for text alerts (normal texting charges from your carrier apply)

We make the Optum Financial dependent care FSA just as easy

If you have a dependent care FSA too, you can use the mobile app and website to manage your account. An important difference, though, from a medical FSA is that you cannot be reimbursed from a dependent care FSA until enough money has been withdrawn from your paycheck to fund the account. You can find the balance available for claims reimbursement on our website and through our mobile app. Please note, the dependent care FSA does not include the use of the Optum Bank payment Mastercard®.

Contribution limits

Your employer's plan sets an annual limit on the amount you can contribute to your FSA. Be sure to check your plan documents to learn your contribution limits.



Questions?

Visit optumbank.com/tennessee.

