

**Optum** Financial®

**PARTNERS  
FOR HEALTH**



# Helping you take care of your financial health

Making the most of your 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 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](https://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.



**Your Optum payment card makes it easy to pay for eligible health care expenses.**

## Save your receipts

It's very important to save all itemized receipts when you use your Optum payment card. 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 your 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.

## Make your health dollars go further

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, you can use the mobile app and website to manage your account. An important difference, 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 your Optum payment card.



## Questions?

Visit [optumbank.com/tennessee](https://optumbank.com/tennessee)

## 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.

## Don't leave money behind

Your medical and limited purpose 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 \$640 into the next flexible benefits plan year. Any balance greater than \$640 remaining in your account on Dec. 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



Call **1-866-600-4984**



Visit **[optumbank.com/tennessee](https://optumbank.com/tennessee)** 24/7

## Optum Financial®

### [optumbank.com/tennessee](https://optumbank.com/tennessee)

Health savings accounts (HSAs) are individual accounts largely held at Optum Bank®, Member FDIC, and administered by Optum Financial, Inc. or ConnectYourCare, LLC, an IRS-Designated Non-Bank Custodian of HSAs, a subsidiary of Optum Financial, Inc. Neither Optum Financial, Inc. nor ConnectYourCare, LLC is a bank or an FDIC insured institution. HSAs are subject to eligibility requirements and restrictions on deposits and withdrawals to avoid IRS penalties. State and/or local taxes may still apply. Fees may reduce earnings on account. Refer to your HSA account agreement for details.

Flexible spending accounts (FSAs), dependent care assistance programs (DCAPs), health reimbursement arrangements (HRAs), Commuter and Parking Benefits, Tuition Assistance Plans, Adoption Assistance Plans, Surrogacy Assistance Plans, Wellness Benefits, and Lifestyle Accounts (collectively, "Employer-Sponsored Plans") are administered on behalf of your plan sponsor by Optum Financial, Inc. or ConnectYourCare, LLC and are subject to eligibility and restrictions. Employer-Sponsored Plans are not individually owned and amounts available under the Employer-Sponsored Plan are not FDIC insured.

This communication is not intended as legal or tax advice. Consult a legal or tax professional for advice on eligibility, tax treatment, and restrictions. Please contact your plan administrator with questions about enrollment or plan restrictions.