SMITH COLLEGE

2019 Health Care Expense Subsidy Application

The information on this application is confidential, and will be treated as such.

Employee's Name: _____
(Please print)

Smith ID Number: _____

Please provide your household income for 2018 from your U.S. federal income tax return(s) for both you and your spouse (if there were two returns, add the amounts for each line):

Wages, salaries, tips	$_____(1)
Interest income	+_____(2)
Dividends	+_____(3)
Other income (alimony received, business and farm income, capital gains, pensions, annuities, rents, unemployment compensation, Social Security, Railroad Retirement, and any other taxable income)	+_____(4)
Total family income in 2018:	$_____(5)

For calendar year 2019, I am enrolled in a:
- ❑ Employee + Spouse Health Plan
- ❑ Employee + Child(ren) Health Plan
- ❑ Family Health Plan

I have read the information about the Health Care Expense Subsidy Program, enclosed, and certify that the information I have provided is correct.

_____ _____
Employee Signature Date

Please complete BOTH sides of this form and submit it with your 2018 tax return(s) to Human Resources.

FOR HR USE ONLY:

❑ Employee + Spouse	❑ Eligible	❑ $_____ per ppd
❑ Employee + Child(ren)	❑ Not eligible*	❑ ER FSA @ $500
❑ Family	*Reason:_____	Entered by:_____

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benefit strategies LLC

SMITH COLLEGE
FLEXIBLE BENEFIT PLAN ENROLLMENT FORM

A. Employee Information *Please Print Clearly!*

Name: _____ **Employee ID Number (Required):** _____

Home Address:
Check if New: ☐ _____

City: _____ **State:** _____ **Zip Code:** _____ **Day Phone:** _____

E-mail Address: _____ **Date of Birth:** _____

B. Flexible Benefit Plan Pre-tax Elections

1. Health Care Reimbursement Account Eligible health expenses include professional medical expenses incurred by my dependents or myself during the Plan Year for "the diagnosis, cure mitigation, treatment or prevention of disease, or for the purpose of affecting any structure or function of the body".

$	X		=	$
Your Contribution Per Pay Period		# of Pay Periods		Total Election

Maximum Election allowed $2,650

2. Dependent Care Assistance Account Eligible dependent day care expenses are incurred to allow you and your spouse (if applicable) to be gainfully employed. Please remember that the IRS will require you to disclose the Tax ID or Social Security Number of your day care provider(s) when you file your income taxes.

$	X		=	$
Your Contribution Per Pay Period		# of Pay Periods		Total Election

Maximum Election allowed $5,000 ($2,500 if married filing separately)

C. FlexExpress© Debit Card

The FlexExpress Cards© are optional. If you and/or your dependents have debit cards, they will automatically be reactivated unless you indicate below that you do not want cards. Otherwise, please indicate your selection below. Annual Fees: Paid by Waived, Cost $0 per set.

Check One:	**** If you and/or your dependents have debit cards, they will be automatically reactivated for your renewal. Otherwise, please select from below:***	NO action required.
☐	I am a new participant to this plan and would like a NEW set of debit cards.	This is for brand new participants only; You will receive 2 cards. If you already have cards, selecting this option will automatically inactivate your existing cards.
☐	I have cards that were lost, stolen or damaged and would like a replacement set of cards.	Selecting this option will inactivate and replace all of your existing cards. Replacement cards are $0 per set.
☐	I do NOT want FlexExpress Cards.	Your default reimbursement method will be check unless the direct deposit information below is completed.

Additional Card Information: Please indicate the number of *additional* cards you would like to request below (If you request a card for yourself you will get 2 to start). Please note that cards are ordered in multiples of 2. (Example: 2, 4, 6, 8, etc.) Additional sets are $0 per set.

Number of Additional Sets Requested:

D. Direct Deposit Authorization

If you would like non debit card reimbursements to be direct deposited to your bank account (rather than receiving paper checks) once your account has been established you may log in to your account at www.benstrat.com and provide your banking information (routing and account number).

E. Signatures

By signing below, I agree to the following terms and conditions:

- I cannot change this election during the Plan Year unless I have a qualifying change in family status.
- I must make all of my elections carefully and conservatively. Expenses from Reimbursement Accounts *cannot* be reimbursed from any other source and *must* be incurred during the Plan Year. Any money unclaimed from my reimbursement account(s) at the end of the Plan Year will be forfeited to my employer after a run-out period. I will not receive it back.
- For expenses reimbursed through this account I certify I have not been reimbursed and will not seek reimbursement under any other plan covering health benefits.
- The IRS requires me to keep documentation of all my expenses claimed and supply them to Benefit Strategies if requested.
- I have read and understood all of the plan details outlined in my Summary Plan Description.

Employee Signature (required):		**Date:**	
Employer Acceptance (required):		**Benefit Effective Date:**	
***If this is a mid-year enrollment, please list the first payroll date for deductions.**		**First Payroll Date:**	

IMPORTANT INFORMATION ABOUT THE HEALTH CARE EXPENSE SUBSIDY

A college-paid subsidy of $500 to $2,869 is available to help offset health care expenses in 2019 for Smith employees who meet all of the following criteria:

- participate in a Smith College family, employee + spouse, or employee + child/ren health insurance plan
- had family income of less than $66,876 in 2018

Please note the following terms and conditions:

- The plan year for the subsidy runs from April to December. You may apply later in the year, but no retroactive adjustments will be made.
- The subsidy is not based on financial obligations or family size.
- Subsidy eligibility is based on total family income (including income from a spouse) in the 2018 tax year. There are no midyear adjustments.
- Family income must be verified by a signed federal income tax return. If yours is a two-income household, both spouses' income must be verified by tax return(s).
- Up to the first $500 of the subsidy amount is made available through a health care flexible spending account and is nontaxable to the employee.

This subsidy program is funded in full by Smith College, and the college reserves the right to amend, modify, or terminate the program at any time.

Family Health Coverage

Family Income	Subsidy of up to:
$28,487 or less	$2,869
$28,488 to $34,886	$2,510
$34,887 to $41,285	$2,152
$41,286 to $47,685	$1,793
$47,686 to $54,084	$1,435
$54,085 to $60,483	$1,076
$60,484 to $66,875	$717

Employee + Spouse /+ Child/ren Health Coverage

Family Income	Subsidy of up to:
$28,487 or less	$1,980
$28,488 to $34,886	$1,732
$34,887 to $41,285	$1,485
$41,286 to $47,685	$1,237
$47,686 to $54,084	$990
$54,085 to $60,483	$742
$60,484 to $66,875	$500