

Research Foundation of the City University of New York

Section 125 Flexible Spending Plan Highlights and Enrollment Instructions

Start Date: January 1, 2024

Plan Year: January 1 through December 31

Eligibility: Full time and part time A employees (regularly scheduled)

- HCR – 90 days of employment
- DCR – Upon date of hire

You do not have to be enrolled in your employer's group health plan to enroll in this Flex Spending plan.

Annual Elections: Health Care (HCR): \$250.00 minimum/ \$3,200.00 maximum

Dependent Care (DCR): \$250.00 minimum/ \$5,000.00 maximum

Limited Health Care: Limited HCR: For you or your spouse enrolled in an HSA. Submit vision and dental claims until the IRS HSA minimum deductible is met. Once deductible is met all customary HCR expenses are eligible.
IRS HSA min: \$1,600.00 single/\$3,200.00 family

2 ½ Month Grace Period*: Eligible HCR & DCR expenses can be incurred up to 2 ½ months following the end of the plan year. Your prior Plan Year balance will be used before your new Plan Year election.
*The 2 ½ Month Grace Period & 90 day Run-off Period Run Concurrently

Monthly Elections: Transportation - \$315.00 maximum per month
Qualified Parking - \$315.00 maximum per month

Year End Run-off Period: Reimbursements can be submitted up to 90 days following the end of the plan year. If you submit reimbursement requests online you must include a copy of the receipt for the service or item requested.

Claim Reimbursement: Processed weekly (\$20.00 minimum reimbursement)

NEW Reimbursement Type(s): Check / Direct Deposit /Debit Card (A fee is charged by the debit card company for card replacement. The fee is the responsibility of the card holder and paid for from your account)

Plan Year Payroll Deductions: 24

Date of 1st Deduction: January 10, 2024

Your ABS Account Manager is: Emily at ext. 417 (emily@abs125.com)

Here's How to Enroll in Your Section 125 Plan

Follow these simple steps:

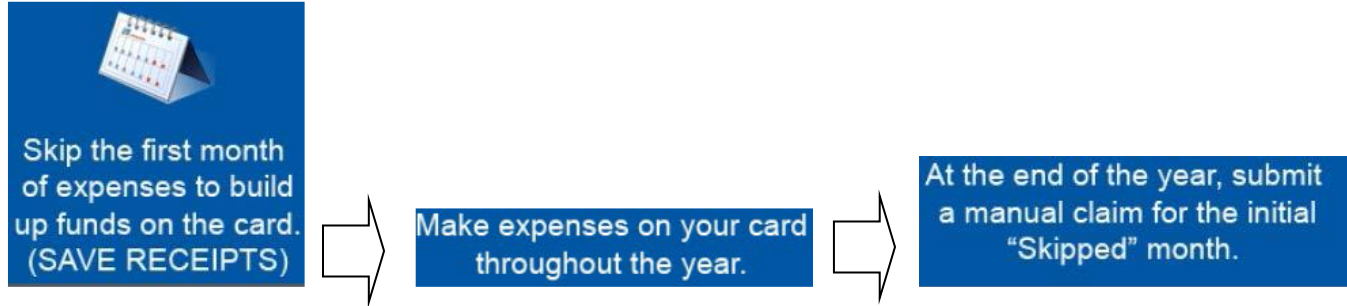
- 1) If you meet the eligibility, enroll through "My Payroll & Benefits Portal" as instructed by Human Resources.
- 2) To view your ABS account online effective January 1, 2024 go to www.abs125.com and click on For Employees then Log into your Personal Account. As a "New User" you will click on Create your new username and password. You may also download the [ABS Mobile app](#). from Apple or Google.
- 3) If you sign up for Dependent Care and have consistent costs complete the Dependent Care Auto-Affidavit. Once submitted to ABS we will automatically send you a check or direct deposit each time money hits your account. A new form must be completed each new Plan Year.

Questions? Need Help? First, read the "How to Save on Medical & Child Care Expenses" employee handbook. If you do not have one, contact Human Resources, visit us on the web at www.abs125.com, check out the [ABS Mobile App](#) or call 1-877-732-8125 from 8:00am to 5:00pm E.S.T. Monday through Friday.

ABS Quick Tips

ABS HEALTH BENEFITS DEBIT CARD:

- Two debit cards will be issued to each plan participant in the participant's name when enrolled. Keep your debit cards, they are good for 5 years even if you choose not to use them. The cards will be sent to your home address.
- Upon receipt of your cards follow the included instructions for activation.
 - If enrolled in Transit and or Parking you may use your debit card using the "Skip a Month Method" for first time Users.



TRANSIT & PARKING:

- Do you have an excessive amount of money saved in one or both of those accounts?? Check your account on the Consumer Portal or Mobile App at www.abs125.com, visit your Human Resource office or give ABS a call (1-877-732-8125) to discuss the value of your accounts and how you can remedy the overage.
- Consumers can have both a parking account and a transit account, each account is separate, and funds cannot be transferred from one to the other.
- What if I have dollars remaining at the end of the year? At the end of the plan year, funds will automatically roll over to the new plan year if you *re-enroll*. Commuter benefits are a month-to-month benefit.
- *Ask about the ABS Commuter Benefits automatic reimbursement affidavit for fixed expenses*

Direct Deposit: Get your money quickly and easy.

- Go to www.abs125.com and click Logins
- Click Tools & support
- Under the How Do I menu
- Click Change Payment Method
- Add your bank routing and account number

ABS Mobile App – Information on the go! Download app from Apple Store or Google Play.

- Log in with the same user ID and password you use for the Consumer Portal (search www.abs125.com).
- View your account balance/s and submit claims. Sign up for Direct Deposit and Contactless mobile pay
- Consumers can simply scan a product bar code right in their ABS mobile app to help determine eligibility as a qualified medical expense.

THE IRS REQUIRES YOU ALWAYS SAVE YOUR RECEIPTS FOR ANY PRE-TAX PLAN YOU ARE PARTICIPATING IN.