



**CAFETERIA PLAN ADVISORS**  
 – An Alera Group Company –  
 120 Longwater Dr., Ste. 102  
 Norwell, MA 02061

# New Hire / Change in Status Form

## Flexible Spending Pre-Tax Payroll Reduction Authorization

# Town of Duxbury

**INSTRUCTIONS:** Complete & return this form to **Human Resources** within 30 days of date of hire or qualified event.

**H.R. Use Only:**  
 First P/R Deduction Date: \_\_\_\_\_  
 Per Pay-Period Amount: \$ \_\_\_\_\_

**1 Personal Information:**

**Participant Name:** \_\_\_\_\_ **Plan Year:** Date of Hire -or- Date of Qualified Change Event through 12/31/2024  
(Expenses must be incurred between these dates.)

**Mailing Address:** \_\_\_\_\_ **Social Security No.:** \_\_\_\_\_

**City/Town, State** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_  personal  work

**2 Employment/Payroll Info.:** I am a (check one):  Town Employee  School Employee  
 I am paid (check one):  Bi-weekly 26  Bi-weekly 21  Bi-weekly 22

**3 Date of Hire or Qualified Change Event:** \_\_\_\_\_

**4 Eligibility Event (check one):**  New Hire  Marriage  Divorce  Birth/Adoption  
 Return from Leave of Absence  Other: \_\_\_\_\_

**5 New Benefit Elections for REMAINDER of the Plan Year:**

**FSA Health Care Account (\$3,050 maximum)** Election for Remainder of Plan Year: \$ \_\_\_\_\_  
 For eligible health, dental, and vision expenses. Any unspent balance for the plan year—up to \$610—can roll over to the next plan year provided you re-enroll in the Health Care FSA for that new plan year. Benefit card included.  
*Ineligibility Notice: If you or your spouse have a Health Savings Account (HSA), you are not eligible for the Health Care FSA plan.*

**FSA Dependent Care Account (\$5,000 maximum)** Election for Remainder of Plan Year: \$ \_\_\_\_\_  
 For qualified childcare of dependents (as defined by the I.R.S.) under age 13 and elder day care. Confirm eligibility prior to enrolling. Claim-based reimbursement plan (no benefit card); must submit claims to receive accrued funds.

- 6 Certification.** I hereby authorize a salary reduction agreement for the amount(s) shown above and understand that:
- This election cannot be revoked or changed during the plan year unless the participant experiences a qualifying event as defined by the IRS.
  - Participants must re-enroll each plan year; re-enrollment is not automatic. Similarly, Dependent Care claims must be submitted each plan year.
  - Health Care FSA cards reload at the start of each plan year each time you re-enroll; to avoid a new card fee do not discard your cards until they expire, even if you take a break from the plan.
  - Cafeteria Plan Advisors will hold these funds until eligible expenses are incurred and a claim is submitted. Funds may be forfeited in accordance with Internal Revenue Service (IRS) Publication 969 if eligible expenses are not spent or submitted for reimbursement by plan year deadline or purchased utilizing the provided debit card (if applicable) within the plan year or the date upon which employment ends, whichever comes first.
  - FSA expenses must be consistent with allowable deductions under IRS Publication 969.
  - Your Health Care FSA plan has a Rollover option. Eligible balances roll over to the next plan year when you re-enroll in the Health Care FSA for the new plan year, and the rollover occurs after the current plan year's 90-day run-out/claim submission period has ended.
  - Annual FSA admin. fee of \$60 is covered 50% by the Town; the employee portion is paid via paycheck deduction and prorated for time in-plan.
  - All claims for the Plan Year must be submitted within ninety (90) days of the end of Plan Year.
  - Additional certification for Dependent Care Plan Participants: I understand that the Dependent Care Reimbursement Plan Guidelines can be found at [CPA125.com](http://CPA125.com) and I qualify to participate in the FSA Dependent Care plan. I agree to notify the plan administrator in writing within 30 days should I experience a change in need or no longer meet the IRS's eligibility criteria. Dependents must qualify under regulations set forth in IRC sections 152 and 129.
  - Tax advice: It is suggested you consult with a tax advisor to determine your tax savings and/or limits on tax deductions.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer: Complete deduction section at top & send to CPA by e-mail (info@cpa125.com) or fax (781.848.8477).**