



**CAFETERIA PLAN ADVISORS**  
— An Alera Group Company —  
120 Longwater Dr., Suite 102  
Norwell, MA 02061  
Tel.: 781-848-9848

# Authorization for Pre-Tax Payroll Reduction

**Enrollment Deadline is 5/1/2024.**

**\* Late Enrollments not Accepted. \***

**INSTRUCTIONS:** If Already in Plan: **Re-enrollment is NOT automatic!** To enroll for the new plan year via your online account portal, go to [cpaemployee.lh1ondemand.com](https://cpaemployee.lh1ondemand.com)—**not the app**. Log-in on the left side of the sign-in screen. Once on your account homepage, click the blue **ENROLL/RE-ENROLL** button and follow the steps to enroll; click *Submit* at the end. (We recommend printing or saving your enrollment confirmation.)

New Enrollees: Complete & return this form to CPA via **e-mail** ([info@cpa125.com](mailto:info@cpa125.com)) or **fax** (781-848-8477).

## 1 Personal Information:

Participant Name: \_\_\_\_\_

Employer: **Town of Stow**

Mailing Address: \_\_\_\_\_

Plan Year: **7/1/2024 to 6/30/2025**

(for expenses incurred between these dates, plus an additional 75 days for Health Care FSA expenses)

City/Town, State: \_\_\_\_\_

ZIP: \_\_\_\_\_

SSN: \_\_\_\_\_

DOB: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

☐ personal  
☐ work

## 2 I am paid (check one): ☐ Weekly 48

## 3 Flexible Spending Account (FSA) Benefit Selections:

☐ **Health Care FSA Election:** \$\_\_\_\_\_ for the plan year for employee, legal spouse, and eligible dependents' qualified medical, dental, and vision expenses. *Benefit card included.*

**Max. Annual Election: \$3,200**

**Grace Period:** Participants have an **extra 75 days** at the end of the plan year to continue to use the remaining balance, if any.

**Ineligibility Note:** You are NOT eligible for this plan if you or your spouse have a Health Savings Account ("HSA").

☐ **Dependent Care FSA Election:** \$\_\_\_\_\_ for the plan year for qualified **day care** expenses of eligible dependents under age 13, and elderly or special needs dependents requiring daycare.

**Max. Annual Election: \$5,000 per family**

*Claim-based plan; no benefit card. Participants must submit claim(s) each plan year to receive accrued funds.*

*See Open Enrollment flyer for more plan information.*

## 4 Direct Deposit Info. Direct deposit is our preferred method of expense reimbursement. Unless your banking info. is already on file with Cafeteria Plan Advisors, please set up direct deposit online via your account portal once you receive enrollment confirmation.

## 5 Certification. I hereby authorize a salary reduction agreement for the amount(s) shown above and understand that:

- 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 within the plan year or the date upon which employment ends, whichever comes first.
- All claims for the Plan Year must be submitted within ninety (90) days of the end of the Plan Year.
- This election cannot be revoked or changed** during the plan year unless the participant experiences a qualifying event as defined by the IRS.
- Current participants must enroll each plan year; re-enrollment is not automatic.**
- Health Care FSA cards**, if offered through your employer's plan, **will reload** at the start of each plan year when you re-enroll; keep until they expire.
- Additional certification for Dependent Care Plan Participants: I understand that the Dependent Care Reimbursement Plan Guidelines can be found at [CPA125.com](https://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:** \_\_\_\_\_

A system-generated e-mail confirmation will be sent once your enrollment is processed.