

Cafeteria Plan Advisors, Inc.  
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Phone 781.848.9848  
[www.CPA125.com](http://www.CPA125.com)  
Fax 781.848.8477

## AUTHORIZATION FOR PRE-TAX PAYROLL REDUCTION

Form must be returned to Cafeteria Plan Advisors by: **5/27/2016**

Current participants can enroll online.  
Go to [www.cpa125.com](http://www.cpa125.com) and click on Employee Online Access.

### Personal Information

<b>Name:</b>	<b>Employer:</b>	City of Pittsfield
<b>Mailing Address:</b>	<b>Plan Year:</b>	7/1/16-6/30/17
<b>City, ST, Zip:</b>	<b>SSN:</b>	<b>DOB:</b>
<b>E-Mail:</b>	<b>Phone:</b>	

### Payroll Information

I am paid: Bi-Weekly 26:  Bi-Weekly 22:  Other: \_\_\_\_\_

I am a: Municipal Employee  School Employee

### Benefits Selected

<input type="checkbox"/> <b>FSA Dependent/ Day Care Account</b>  I elect to contribute \$ _____ for the Plan Year. ((\$5,000 maximum)  <i>Confirm eligibility criteria prior to enrolling.</i>	<input type="checkbox"/> <b>FSA Medical/Dental Care Account</b>  I elect to contribute \$ _____ for the Plan Year. ((\$2,550 maximum)  <i>\$500 Rollover option in effect for this plan for unused balances FSA Debit Card included.</i>
FSA Administrative Fee: <b>\$5</b> per month.	

### Direct Deposit Information (Required if not on file with Cafeteria Plan Advisors, Inc.)

I hereby authorize Cafeteria Plan Advisors, Inc. to deposit my claim reimbursements directly to my bank. I also authorize drafts to adjust any over deposits that were credited to my account in error. I will contact Cafeteria Plan Advisors, Inc. immediately with any bank information changes.

**Name of Bank:** \_\_\_\_\_  **Checking**  **Savings**

**Routing Number (9 digits):** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

### Certification

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

- Cafeteria Plan Advisors, Inc. will hold these funds until eligible expenses are incurred and a claim is submitted. Funds may be forfeited in accordance with IRS Publication 969 if eligible expenses are not submitted for reimbursement by plan year deadline or purchased utilizing the provided debit card (if applicable). If terminated, expenses may be incurred through termination date.
- Dependents must qualify under regulations set forth in IRC sections 152 and 129.
- Expenses generally must be consistent with allowable medical deductions under IRS Publication 969.
- This election cannot be revoked or changed during the plan year without a qualifying event as defined by the IRS.
- **Current participants must re-enroll each plan year. If your plan contains the Rollover option, eligible balances up to \$500 will rollover to the subsequent plan year for the availability "after" the current plan run out period of 90 days.**
- **Dependent Care Plan Participants only:** I, the undersigned, certify that I have read the Dependent Care Reimbursement Plan Guidelines ([www.cpa125.com](http://www.cpa125.com)) and meet all requirements necessary to participate in the FSA Dependent Care plan. The undersigned agrees to notify the plan administrator in writing within 30 days should the undersigned no longer meet eligibility as mandated by the IRS. Dependents must qualify under IRC section 152.

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