



Flexible Spending Arrangements (FSAs) help you save money on health and day care expenses and allow you to spend it on the things you care about. FSAs will have the whole family cheering!

## Taxes 101

The federal government takes about 30% of each dollar you earn in FICA and federal income taxes, and you take home the remaining 70% to use for your living expenses. When you use an FSA, you set aside money before it is taxed, so you spend the entire 100% of your earned income on your health and day care expenses.

## How much could you save?

Let's look at an example: Employees A and B both earn \$55,000 per year. They each have \$2,550 in out of pocket health care expenses.

Employee A and Employee B have the same earnings and tax bracket, but Employee B saves \$765 per year by contributing to an FSA!

Employee A	
Annual gross income	\$55,000
Estimated taxes (30%)	-\$16,500
Annual net income	\$38,500
Out-of-pocket health care expenses	-\$2,550
Actual take home pay	\$35,950
Employee B	
Annual gross income	\$55,000
Out-of-pocket health care expenses	-\$2,550
Adjusted gross income	\$52,450
Estimated taxes (30%)	-\$15,735
Actual take home pay	\$36,715

## How does it work?

- During your open enrollment estimate your expenses for the plan year and enroll in the plan.
- Your annual election amount will be evenly deducted pre-tax from your paycheck throughout the plan year.
- You cannot change your annual election amount after the plan start unless you have a qualified change in status. For example, birth, death, marriage or divorce.
- Check out your Navigate My Benefits and Pre-Tax Solutions pages for more details on how your plan works.

## Visit or contact us:

[www.naviabenefits.com](http://www.naviabenefits.com)  
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(800) 669-3539 | (425) 452-3500

Spend less on health and day care expenses and more on the things you love. Enroll now!

## How do I access my benefits?

Accessing your benefits couldn't be easier, just swipe your Navia Benefit Card to pay for eligible health care expenses. Funds come directly out of your Health FSA and are paid to the provider. Some swipes require us to verify the expense, so hang on to your receipts! If we need to see it, we will send you an email or notification via our smartphone app.

You can also submit Health Care FSA and Day Care FSA claims online, through our smartphone app for Android and iPhone, email, fax or mail. Claims are processed within a few days and reimbursements are issued according to your employer's reimbursement schedule. Be sure to include documentation that clearly shows the date, type and cost of the service.

## Submitting claims is easier than ever using FlexConnect

The FlexConnect feature connects your FSA to your insurance plans and seamlessly creates a claim with proper document-ation direct from your insurance carrier! All you have to do is click "reimburse me" and the claim is expedited for payment. Sign up for FlexConnect today!

## Get more with the MyNavia mobile app

The MyNavia app is free to download on both iPhone and Android. You can manage your benefits and view important details right from the convenience of your phone.



Benefits made so simple...  
anyone can do it!



## Show me my pre-tax solutions:

### Health Care FSA

The Health Care FSA (HCFSA) allows you to pay for out-of-pocket medical expenses with tax-free dollars. Think of the HCFSA as a tool to pay for all your regular medical expenses throughout the plan year.

- Expenses for you, your spouse and taxdependents are eligible for reimbursement, regardless of if they are covered on your medical plan.
- The Health Care FSA is a pre-funded benefit. This means you have access to your full annual election amount at any time during the plan year.
- Estimating future expenses is an important step as you prepare to enroll in an FSA. The more accurate you are in estimating your expenses the better the plan will work for you!

#### Common Eligible Expenses

- Prescription drugs
  - Copays and coinsurance
  - Deductibles
  - Office visits
  - Dental work
  - Orthodontia
  - Glasses
  - Contacts
  - Chiropractic
  - Massage
- Expenses that are cosmetic in nature are not eligible.

### Day Care FSA

Child care can be one of the single largest expenses for a family with children. A Day Care FSA (DCFSA) can be used to pay for your qualified day care expenses with pre-tax dollars which can save you up to \$1700 per year!!

- The DCFSA limit is set by the IRS and is a calendar year limit of \$5,000 per household, \$2,500 if married and filing separately. If your plan year is not on a calendar year, take extra care in calculating your annual election.
- Expenses can be for your dependent children 12 and under, and in some cases elder care, and must be enabling you to work, actively look for work or be a full-time student.

#### Common Eligible Expenses

- Child Care
- Preschool
- Before and after school care
- Day Camps

Expenses for school tuition and overnight camps are not eligible.

## Election and Claim Filing Period

Open Enrollment period is a great time to look at your benefits and estimate your out-of-pocket expenses. Be sure to only elect an amount that you know you will use during your plan year. At the end of the plan year you will have a claim filing period to turn in any leftover claims for your benefits. Unused Health Care FSA balances up to \$500 will be carried over to the subsequent plan year. Any Health Care FSA funds in excess of \$500 is subject to the Use-or-Lose rule and cannot be refunded to you.

## Carryover

Your plan offers a carryover feature for your health FSA. This feature allows you to roll over up to \$500.00 of unused health FSA funds to the following plan year. The carryover feature does not apply to unused daycare FSA funds. Carryover amounts will be credited after your claim filing period.

## Navia Benefits Card

Rather than filing a claim and waiting for reimbursement, you can use the debit card to pay your provider directly for qualified health care expenses. The card is accepted at participating merchants using the Inventory Information Approval System (IIAS) and at medical care merchants using the Master-Card® system. Be sure to hang on to your receipts in case we need to see them to verify the expense eligibility. If we need to see a receipt, you will notice an alert on your mobile app and we will send you an email reminder.

## Accessing Your Benefits

Navia wants to make accessing your benefits as simple and efficient as possible.

- Online Account Access: Order additional debit cards, update bank and address information and see up to date details of your benefits.
- Online Claims Submission: Upload your documentation, complete the online wizard, and voila! a reimbursement will be on its way within a few days!
- Mobile App: MyNavia allows you to simply snap a photo and submit for reimbursement direct from your mobile device.
- Flexconnect: Sync your various medical, dental and vision benefits with your FSA plan for a quick and easy reimbursement. No need to submit documentation, we'll get it from the insurance carrier!

## Health Care FSAs Now Have Carryover!

***If you have elected not to participate in the FSA program because of the "use-it-or-lose-it" rule, it might be time to reconsider your options!***

On October 31, 2013 the US Treasury Department modified the Flexible Spending Arrangement (FSA) "use-it-or-lose-it" provision to allow carry-over of Health Care FSA funds.

### How does this change affect your plan?

- ❖ Up to \$500 of unused Health Care FSA dollars for a plan year may be carried over to the following plan year. The amount of the allowed carry over is determined by your employer.
- ❖ Funds eligible for carry over from a previous plan year will be available to you after the end of the claims run-out period.
- ❖ The maximum carry over amount allowed by your employer does not affect your ability to elect the maximum annual election allowed each plan year for the Health Care FSA. For example, if you elect \$2,500 for the upcoming plan year and had \$500 of unused funds carried over from your previous plan year, the carry over balance would be added to your current election giving you a total annual election of \$3,000.
- ❖ You do not have to re-enroll in the new plan year to have unused Health Care FSA dollars carry over to a new plan year.

### Questions?

Phone: (866) 535-9227 or (425) 451-7002

Email: [customerservice@naviabenefits.com](mailto:customerservice@naviabenefits.com)

# WHAT'S ELIGIBLE?



We've assembled a list of common expenses that are eligible for reimbursement. Not all eligible items are on this list. Visit our website for more information: [www.naviabenefits.com](http://www.naviabenefits.com).

## ELIGIBLE HEALTH CARE EXPENSES

Items marked with an asterisk (\*) are considered over-the-counter (OTC) medicines or drugs and require a prescription for reimbursement.

Acne treatment*	Contraceptives	Humidifiers	Prenatal vitamins
Acupuncture	Copays	Immunizations	Prescription drugs
Allergy & Sinus medication*	CPAP machine	Incontinence supplies	Prescription glasses
Antacids*	Crutches	Individual counseling	Reading glasses
Antibiotic ointment*	Deductibles	Insect bite treatment*	Respiratory Treatments*
Anti-diarrheal*	Dental services	Lab work	Saline nasal spray
Antifungal foot cream*	Diabetic supplies	Lactation Consultant	Sleep Aids & Sedatives*
Anti-gas medication*	Diaper rash ointment*	Lactose intolerance pills*	Sleep deprivation treatment
Anti-itch cream/gel*	Digestive Aids*	Laser eye surgery	Smoking cessation products*
Antiseptic*	Drug addiction treatment	Laxative*	Smoking cessation programs
Asthma treatment*	Ear wax removal kits*	Lice treatment products*	Speech therapy
Bandages/gauze	Eye drops	Massage therapy	Sterilization procedures
Birthing classes or Lamaze	Feminine Anti-Fungal/Anti-Itch*	Medical records	Stool softener*
Blood pressure monitor	Fertility monitor	Motion sickness relief*	Thermometer
Braces (knee, ankle, wrist)	Fertility treatment	Nasal strips	Throat lozenges*
Breast pump	First Aid Kit	Naturopathic visits	Vision care
Burn cream*	Flu shots	Orthodontia	Walker
Chiropractic services	Genetic testing	Orthotic inserts	Wart treatment*
Coinsurance	Group therapy	Oxygen and equipment	Wheelchair & repair
Cold/hot pack	Hearing aids & supplies	Pain relievers*	X-rays
Cold sore treatment*	Hemorrhoid medication*	Parasitic treatment*	
Cold/cough medication*	Hormone therapy	Physical exams	
Compression stockings	Hospital fees	Physical therapy	
Contacts & solutions		Pregnancy test	

## ADDITIONAL DOCUMENTATION REQUIRED

Certain medical expenses are not reimbursable unless a licensed health care practitioner states that the service or product is medically necessary. We will need a Letter of Medical Necessity (LMN) for these items to be reimbursed. The LMN is available on our website. Please note that certain expenses may require additional documentation to be reimbursed.

Automobile modifications	Cosmetic procedures	Lumbar support	Vitamins and supplements
Braille books	Family therapy	Mole removal	Weight loss programs
Breast augmentation	Home medical equipment	Motorized scooter	
Breast reduction	Learning disability fees	Nutritionist expenses	

## INELIGIBLE HEALTH CARE EXPENSES

The following expenses are **not** eligible. Under no circumstances will the following items be reimbursed. Please do not submit claims for these items.

Books	Funeral expenses	Insurance premiums	Hair growth products
Boutique practice fees	Gym membership	Late fees	Electric toothbrush/picks
COBRA premiums	Hair transplant	Liposuction	Teeth whitening
College insurance	Household help	Marijuana	Toiletries
CPR classes	Hygiene products	Marriage counseling	Veneers
Electrolysis/laser hair removal	Illegal operations/substances	Massage chair	Warranties
Face lift	Imported OTC items	Mattress	
Finance charges	Imported prescriptions	Missed appointment fee	