

**Flexible Spending
Expense Allocation
Worksheet**



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Please note: This is not an enrollment form. Use this form to calculate the estimated amount you'll allocate on your enrollment form.

SECTION A: UNREIMBURSED HEALTH-RELATED EXPENSES

Estimated unreimbursed medical costs per year for you and your family:

Health insurance deductibles	\$ _____
Co-insurance or copays	\$ _____
Vision care (eye exams, contacts, eye glasses, etc.)	\$ _____
Travel costs related to medical care	\$ _____
Prescription drugs	\$ _____
Durable medical equipment (wheelchairs, crutches, etc.)	\$ _____
Dental expenses (exams, fillings, orthodontia, etc.)	\$ _____
Annual total	\$ _____

SECTION B: DEPENDENT CARE EXPENSES

How much do you pay for dependent childcare or eldercare while you and your spouse work, look for work, or attend school?

Monthly	\$ _____
Annual total	\$ _____

SECTION C: TOTAL EXPENSES

Add the annual totals from each section above to determine the amount to allocate to your FSA and/or HRA.

Section A total	\$ _____
Section B total	\$ _____
Grand total	\$ _____

Divide grand total by number of pay periods:

_____ / _____ = \$ _____

Unreimbursed Health Expenses: Healthcare expenses that are either not covered or only partially covered by your insurance plan can now be paid pre-tax. Examples include deductibles, co-pays, dental expenses (even orthodontia), vision care, and more. For more examples, please see the List of Eligible Expenses on our website.

Continued

Dependent Care Expenses: Child care and elder care expenses you incur while at work or school may be deducted from your paycheck before tax. In many cases this will be more advantageous than the federal tax credit.

Tax Savings Example (from FSA User Guide): The dollars you include in your FSA reduce your reportable and taxable income. Your annual contributions reduce what is reported on your W-2 tax form. The following example shows the effect of an FSA for an employee who pays \$200/month for health insurance and is in a state that withholds Federal and State income taxes:

	Without FSA	With FSA
Gross salary	\$1,500	\$1,500
Pre-tax insurance	0	-\$200
Adjusted salary	\$1,500	\$1,300
Income tax	-\$450	-\$390
Net salary	\$1,050	\$910
After-tax insurance	-\$200	0
Take-home pay	\$850	\$910

By taking the insurance premium (or Daycare or Unreimbursed Health Expense Premium) as a pre-tax payroll reduction, the employee in this example has increased their take-home income by \$60 per month or \$720 this year.

If you have any questions about the Flexible Spending Account, please contact our Customer Service Department at (800) 422-7038 or email psacustomerservice@pacificsource.com.