

The Providence Center

Section 125 Plan Highlights and Enrollment Instructions

- Start Date: • July 1, 2008
- Plan Year • **July 1, 2008 to June 30, 2009**
- Eligibility: • Minimum of 18.75 Hours (Regularly Scheduled)
• First of the Month Following the Date of Hire
- Pro Rated Election Short Plan Year: • **Health Care: \$2,500.00 Maximum**
• **Dependent Care: \$5,000.00 Maximum** (Reminder – only \$2,500.00 can be used for the remainder of the calendar year if you already elected \$2,500.00 the first half of 2008)
- 2 ½ Month Grace Period*:
(Applies to Current Plan Year) • Eligible HCR & DCR expenses can be incurred up to 2 ½ months following the end of the plan year and applied to any remaining account balance in the prior plan year.
- *The 2 ½ Month Grace Period
& Year End Run-off Period
Run Concurrently
- Year End Run-off Period*: • Reimbursements can be submitted up to 90 days following the end of the plan year.
- Claim Reimbursement: • Processed Weekly (\$20.00 Minimum Reimbursement)
- Reimbursement Type(s): • Check / Direct Deposit / Debit Card (do not discard current debit card)
- Plan Year Payroll Deductions: • **26**
- Date of 1st Deduction: • **July 4, 2008**
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Here's How to Enroll in Your Section 125 Plan

Just follow these three simple steps:

1. If you meet eligibility requirement, please complete the Enrollment Form.
2. Estimate your annual unreimbursable health-care/dependent-care related expenses using the handy worksheet on the back of the enrollment form.
3. **Send completed enrollment form to Janet Skorupski no later than June 16, 2008.**

Questions? Need Help?

First, read the "How to Save on Medical & Child Care Expenses" employee handbook. If you do not have one or have lost your copy, contact Human Resources, visit us on the web at www.abs125.com, or call 1-877-732-8125 from 8:00am to 4:00pm E.S.T. Monday through Friday. An Advanced Benefit Strategies Section 125 Account Consultant will be happy to answer your questions and assist you in completing the enrollment forms.