



Quick Reference Guide

FLEXIBLE SPENDING ACCOUNT

A flexible spending account (FSA) lets you set aside pretax dollars from your paycheck to pay for certain health and dependent care expenses. Re-enrollment (or first-time enrollment) in an FSA is required each year during Open Enrollment if you want an FSA for the following year (2010).

King County offers two types of tax-saving flexible spending accounts:

- **Health care FSA:** lets you set aside pretax dollars from your paycheck to pay for certain expenses not covered by your health plans (for example, deductibles, coinsurance and co-pays applied to covered expenses like office visits, orthodontia, etc.).
- **Dependent care FSA:** lets you set aside pretax dollars to pay for eligible dependent care expenses for your child, disabled spouse or dependent parent while you and your spouse work.

During Open Enrollment (Nov. 2 –20, 2009), if you want an FSA for 2010, it is your responsibility to sign in to your online account and choose which FSA option(s) to enroll in (health care, dependent care).

1. Go to www.kingcounty.gov/employees/openenrollment and click on the www.kingcounty.gov/mybenefits link at the top right corner of the screen and follow the instructions to sign in to the online Open Enrollment system.
2. Sign in to your personal employee benefit account and navigate to the Open Enrollment screen by clicking on **My Benefits** on the left side of the screen and then **Open Enrollment**.
3. Enter Open Enrollment by following instructions and clicking on **Proceed to Open Enrollment**.
4. On the *Open Enrollment* screen, click on the **Edit** button next to each FSA plan you wish to enroll in. (Either *Flex Spending Health* for a healthcare FSA, or in *Flex Spending Dependent Care* for childcare or eldercare services, or you can enroll in both FSA options.)
 - If enrolling in a health care FSA, click the circle next to *Flex Health Acct*.
 - If enrolling in a dependent care FSA, click the circle next to *Flex Dep Care*.
5. Enter the annual dollar amount you wish to contribute to each type of FSA in the *Annual Election* box. The worksheet can help you estimate the per pay period cost of the annual contribution. Click **Continue**.
6. Carefully review the information on the page and click **Ok** if you agree to the changes and have confirmed your annual contribution amounts.
7. If you have no other changes, follow the instructions at the bottom of the main *Open Enrollment* screen by clicking **Submit** to submit your open enrollment choices to the benefits department. **If you do not submit your changes, they will not be processed!**

Help is Available

Benefits and Retirement Operations staff is ready to answer your questions about benefits or Open Enrollment and to provide technical assistance using the online system.
Call 206-684-1556 or e-mail kc.benefits@kingcounty.gov