



Maritz
HEALTHY YOU!

Maritz Dependent Care (FSA)

WEX Health, Inc.

January 1, 2024



Maritz Dependent Care FSA

- To be eligible for this account, you must have daycare expenses so that you can work for at least one of the following:
 - Children under age 13
 - Disabled spouse or child of any age
 - Elderly parent living in your home unable of self-care
- You and your spouse (if applicable) must be at work, be looking for work, or be a full-time student at the time daycare is provided
- Use this account to pay for daycare with pre-tax dollars
 - Less taxes withheld, giving you more net pay



Maritz Dependent Care FSA

- Once enrolled, no changes are allowed until next open enrollment period
 - Unless experience qualified status change and make any desired changes within 31 days
- Estimate expenses carefully
 - Use it or lose it plan
 - Any unused funds at end of plan year are forfeited
- These rules are per IRS regulations, not Maritz rules



Maritz Dependent Care FSA

- What is eligible daycare?
 - A Daycare Facility
 - School before-and-after care
 - Nanny or babysitter caring for your children in your home
 - Babysitter caring for your children in their home
 - Summer Day Camps



Maritz Dependent Care FSA

- What is NOT eligible daycare?
 - Costs claimed as dependent care tax credit on your tax return
 - Daycare or babysitting services provided by dependents or family members living in your home
 - Overnight camps or any type of overnight care
 - Expenses paid for school (kindergarten or above)
- A complete list of eligible expenses and additional details about the dependent care FSA can be found on the WEX Health website at benefitslogin.wexhealth.com



Maritz Dependent Care FSA

- Estimate your daycare expenses for the next calendar year.
 - Make your election in Workday with other benefit elections
 - Election must be a minimum of \$120 per year or maximum of \$5000 (maximum allowed by IRS)
 - Annual election divided by number of pay periods in year and deducted pre-tax from each paycheck
 - As you incur daycare expenses, submit claims for reimbursement



Maritz Dependent Care FSA

- **Account Distribution Options**

- **Recurring Reimbursement Request form**

- Eligible if daycare costs per month exceed FSA payroll deductions
 - If daycare costs per month less than FSA payroll deductions, not eligible for this option
 - Employee & Daycare Provider complete form confirming amount paid per month
 - Submit one form per year to WEX Health for each daycare provider used during calendar year
 - Receive reimbursements automatically from WEX each pay period
 - no need to file any claims – direct deposit is available



Maritz Dependent Care FSA

- **Other Account Distribution Options**

- **Use Debit Card to pay for daycare if provider allows**
 - Must submit supporting documentation to WEX to substantiate claim or will have to repay funds WEX paid to your provider
- **File claim for reimbursement on WEX Health's website at benefitslogin.wexhealth.com – direct deposit also available**
 - Must submit supporting documentation to WEX to substantiate claim before reimbursement will be processed



Maritz Dependent Care FSA

- **Supporting Documentation Required**
 - **Itemized bill from your daycare provider** - must include daycare provider's name, child's name, dates of care, amount
 - **Dependent Care Verification Form**
 - Alternative to getting an itemized bill or receipt from your daycare provider - Available on the WEX Health website
 - After filing dependent care reimbursement claim online, complete form and have daycare provider sign where indicated.
 - Submit completed form to WEX as supporting documentation for the claim.



Maritz Dependent Care FSA

- **Grace Period at Year End if balance remaining after December 31**
 - Active employees may incur daycare expenses January 1 – March 15 of the following calendar year and apply to current year balance
 - Must submit all claims and supporting documentation to WEX by April 30 of the following calendar year
 - Remaining funds in your account after April 30 of the next calendar year are forfeited per IRS regulations
 - Free mobile app also available



Maritz Dependent Care FSA

- **Grace Period to submit claims when employment or participation ends prior to December 31**
 - If you choose to stop participating or your employment ends prior to December 31, expenses must be incurred on or before the last day of the month in which your participation or employment ends in order to be eligible for reimbursement.
 - Claims and supporting documents must be submitted by 120 days after your last day of employment or participation



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- Still have questions?
 - Contact WEX Health at 1.866.451.3399 or
 - Maritz Benefits Department at Benefits@Maritz.com or 636.827.4088.

