

# Allied Flex Bulletin

## **How do I know what my balance is for 2008?**

In an effort to provide you with current information, *Allied's Secure Website* provides you with 24 hour access to your Flexible Spending Account information. You can track your balance and view your reimbursement history. Setting up an account number is easy, and we intend to assist you every step of the way. Below are instructions to take you through this process step by step.

- Go to [www.alliedbenefit.com](http://www.alliedbenefit.com) and click on the link "Request a Website Account Online" on the far left side of the page.
- Enter all required information on "Request Account Information" page.
- Click the "Submit Request" button. You will receive your Account Number and Password in two separate emails to the email address entered.

## **How long do I have to submit my 2008 expenses for reimbursement?**

Please refer to the "Claim Procedures" section of your Flex Summary Plan Description (SPD) to determine the run out period for your plan. You may view your SPD from the employee page on our website.

## **What is Grace Period and how does it work?**

The grace period is the period of time after the last day of the plan year, in which you can apply any unused amounts of your 2008 Flex balance to pay for covered expenses incurred in 2009. This rule applies to medical expenses or dependent care assistance expenses. Please refer to the "Definitions" section of your Flex Summary Plan Description (SPD) to determine the Grace Period for your plan. You may view your SPD from the employee page on our website.

## **Where can I find a list of eligible expenses under my Flex Plan?**

The entire Flexible Spending Account program is governed by the IRS. To review a list of the covered items under an FSA go to Publication 502 & Publication 503 on the IRS website [www.irs.gov](http://www.irs.gov). Please note that this list does not include over-the-counter covered items. The IRS defines reimbursable over-the-counter items as anything used to treat an illness or injury. This covers a broad range of items for which you may use your FSA money. However, please be aware items such as vitamins and dietary supplements are not covered unless you provide a letter of medical necessity from your physician.