



## CITY OF KETTERING

### Annual Tax-Free Flexible Spending Account Enrollment Form

<b>Section I - Employee Information</b>			
Company Name: <b>CITY OF KETTERING</b>	Plan Year: <b>2005</b>	Department:	
Your Name:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security #	
Street:	City:	State:	Zip:
Birth Date:	Hire Date:	Pay Periods Per Year: <b>26</b>	Pay Periods Remaining in Year:

<b>Section II - Employee Insurance Premium Contribution For Group Insurance</b>
<p>Your Group Insurance plan premiums are withheld pre-tax automatically. You may revoke your premium election at the beginning of a plan year or during the year should you have a qualifying "life event" that permits a mid-year change.</p>

<b>Section III - Health Care Reimbursement Account (Medical, Vision, and Dental Expenses)</b>							
<p>I elect to make contributions on a pre-tax basis to my Health Care Account for this plan year. The maximum amount, which can be contributed to my Health Care Account is \$5,000 per year.</p> <p>Enter your Annual Pledge and divide by 26 pays and then enter your Pledge Per Pay Period.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Annual Pledge</b></td> <td style="padding: 5px;"><b>Number Of Pays</b></td> <td style="padding: 5px;"><b>Pledge Per Pay Period</b></td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">÷ 26</td> <td style="padding: 5px;">= \$ _____</td> </tr> </table>	<b>Annual Pledge</b>	<b>Number Of Pays</b>	<b>Pledge Per Pay Period</b>	\$ _____	÷ 26	= \$ _____
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\$ _____	÷ 26	= \$ _____					

<b>Section IV - Dependent Child or Adult Day Care Reimbursement Account</b>							
<p>I elect to make contributions on a pre-tax basis to my Dependent Care Account for this plan year. If you are single or are married and filing a joint tax return, the maximum amount that can be contributed to my Dependent Care Account is \$5,000 per year. If you are filing separately, the maximum amount is \$2,500 per year.</p> <p>Enter your Annual Pledge and divide by 26 pays and then enter your Pledge Per Pay Period.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Annual Pledge</b></td> <td style="padding: 5px;"><b>Number Of Pays</b></td> <td style="padding: 5px;"><b>Pledge Per Pay Period</b></td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">÷ 26</td> <td style="padding: 5px;">= \$ _____</td> </tr> </table>	<b>Annual Pledge</b>	<b>Number Of Pays</b>	<b>Pledge Per Pay Period</b>	\$ _____	÷ 26	= \$ _____
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<b>Section V - Authorization</b>
<ul style="list-style-type: none"> <li>• These are my Flexible Spending Account elections for the Flex Plan year. I have read and understand the description of the Plan.</li> <li>• I understand my election may only be changed during the Plan Year for certain "life events" such as marriage, divorce, death of a spouse or child, birth or adoption of a child, change in employment status, or termination of employment.</li> <li>• I understand that unused balances left in my account at the end of the Plan Year cannot be returned to me.</li> <li>• I authorize my employer to make automatic payroll deductions of the amounts shown above from my earnings each pay period.</li> </ul> <p>Date _____ Employee Signature _____</p>

<b>Section VI - To Be Completed By Employer</b>			
Effective Date of Participation: <b>01/01/2005</b>	Date of 1st Payroll Deduction: <b>01/14/2005</b>		