

Cafeteria Plan Advisors, Inc.
420 Washington St., Suite 100
Braintree, MA 02184
781-848-9848 (Phone)

AUTHORIZATION FOR PRE-TAX PAYROLL REDUCTION

SIGNED FORM MUST BE RETURNED BY:

New Hire: Within 30 days of Employment

Open Enrollment: submit by May 13, 2014

www.CPA125.com

781-848-8477 (Fax)

Return form to the Human Resource Department, Room 123

Name: _____ Employer: **Town of Walpole**
Address: _____ Division: **SCHOOL**
Plan Year: **9/1/14 - 8/31/15**
(expenses must be incurred between these dates)
Home Phone: _____
E-Mail Address _____ SSN: _____

**Deductions will be taken over 21 pay periods
September 11, 2014 through June 18, 2015 payroll checks**

Benefits Selected:

FSA Medical/Dental Care Account (**\$2,500 maximum**)
(Medical/Dental plan includes Debit Card) I elect to Contribute \$ _____ for the Plan Year.

FSA Dependent Care Account/Daycare (**\$5,000 maximum**)
(Requires Dependent Care Certification form - available online) I elect to Contribute \$ _____ for the Plan Year.

Direct Deposit Information: (REQUIRED, unless already on file with CPA, Inc./For manual claims & Dependent Care Claims)

I hereby authorize Cafeteria Plan Advisors, Inc. to deposit my claim reimbursements directly to my bank. I also authorize drafts to adjust any over deposits that were credited to my account. I will contact CPA, Inc. immediately with any bank information changes.

Name of Bank: _____ [] Checking [] Savings
Account Number: _____ Routing Number (9 digits): _____

I hereby authorized a salary reduction for the amount(s)) shown above. I understand that:

- * This election cannot be revoked or changed during the plan year without a qualifying event as defined in the IRS regulations.
- * Dependents must qualify under regulations set forth by the IRS.
- * Services must be consistent with allowable medical deductions under the IRS Code.
- * Failure to return this signed form to CPA, Inc. by the deadline will result in termination from the plan.

Signature: _____ **Date:** _____

Notice: Effective 1/1/2011, over the counter items (Medicines) are no longer an eligible FSA expense per the Health Care Reform Act.