

# Welcome to Dependent Care

## *I enrolled for Dependent Care...*

### *Now what?*

Now that you are enrolled, you have two options for reimbursement. If you would like to set up "auto reimbursement" you will have to complete a new [Dependent Care Claim Certification Form](#) each plan year, and return it to us. We will process your claim when the plan year starts, and you will receive an email, confirming your claim has been processed.

If you prefer to be reimbursed periodically, just complete the [Dependent Care Claim Certification Form](#), and return it to us, along with any receipts showing payments made within 90 days after the plan year ends. We will process your claim once we receive it, and you will receive an email, confirming your claim has been processed.

## *You might be wondering...*

### *"How do I get reimbursed for my claim?"*

Once we have your completed claim form, we will reimburse you in one of two ways. If we have your direct deposit information on file, you will receive that reimbursement directly to your account. Otherwise, you will receive a check in the mail. If you are interested in setting up direct deposit for reimbursement, please download the "[Direct Deposit Sign Up Form](#)", and return it to us, or log into your account (see below). Direct deposit payments are typically in your account by the end of the following week; however, the bank has 3 business days to post it to your account.

## *When can I expect my reimbursement?*

After your employer deducts the funds from your payroll check, they send us the money. Once we post the funds to your account, they become available to you.

## *Is there a way I can view the transactions or balances on my account?*

For your convenience, you have the ability to log at any time, to check your balance, see your account activity, add or change Direct Deposit information, and other helpful tools, by logging on to the Consumer Portal through our website, [www.cpa125.com](http://www.cpa125.com).

Additionally, we also offer a mobile app, where you can check our account activity. Download "CPA FLEX MOBILE" from your Apple App Store or Google Play Store.

## *Dependent Care Rules & Regulations*

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- Max Allowance per Household: \$5000
- Reimburses you for:
  - Day Care Programs
  - After School Programs
  - Summer Day Camps
  - Adult Day Care

## *Did you know?*

If your Dependent Care needs change, due to a qualifying event, you have 30 days to make changes to your election. Contact us for more details.



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Braintree, MA 02184  
Tel: 781-848-9848  
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[Info@cpa125.com](mailto:Info@cpa125.com)

# Dependent Care Claim

Certification Form

Cafeteria Plan Advisors, Inc.  
420 Washington Street, Suite 100  
Braintree, MA 02184  
www.cpa125.com



# Flexible Spending Account

Email: [info@cpa125.com](mailto:info@cpa125.com)  
Phone: 781-848-9848  
FAX: 781-848-8477

Plan Year: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

SSN (Last four) XXX-XX-\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Participant Phone: \_\_\_\_\_

Check if New Address ☐

Email: \_\_\_\_\_

## Eligible Dependents:

The dependent care expenses must be employment related. Dependents eligible for FSA funding:

- Must be under age 13
- Reside with Participant

- Physically or mentally incapacitated
- Qualify as Dependent under IRS code section 151(c)
- Earn less than \$3800 per year unless qualifying child

## Dependent Information:

Dependent Name	Relationship	Date of Birth		Dependent Name	Relationship	Date of Birth

## Day Care Facility or Individual who provides care:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Corporate or Individual Tax ID (Required): \_\_\_\_\_

Corporate or Individual Tax ID(Required): \_\_\_\_\_

Claim Amount: \$ \_\_\_\_\_

Dates of Service: \_\_\_\_\_ - \_\_\_\_\_  
Beg End

This is to certify that I, the undersigned, have incurred expenses that qualify under IRC section 129 "Dependent Care Assistance Programs." I have not been, and will not be reimbursed for these expenses by any source, including, but not limited to, insurance, this plan, or other programs offered by my, or my spouses, employer. I understand these expenses may no longer be claimed as deductions for income tax purposes since I am requesting reimbursement with funds deducted from my compensation on a pre-tax basis. The undersigned reaffirms that all eligibility criteria set forth by the IRS, found on the reverse side of this form and at [www.cpa125.com](http://www.cpa125.com), continue to be met at the time these dependent care expenses were incurred. I acknowledge that I am solely liable for any taxes or penalties on ineligible expenses processed through the dependent care plan. I, and only I, am responsible for the accuracy and validity of the submitted expenses. It is my responsibility to retain ALL receipts. I hereby authorize Cafeteria Plan Advisors, Inc. to reimburse me for the "Claim Amount" listed above, and, if applicable, reaffirm the authorization provided to Cafeteria Plan Advisors, Inc. to directly deposit the reimbursement into my bank.

PARTICIPANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Return page 1 via mail, fax, or email to [info@cpa125.com](mailto:info@cpa125.com)

### **Section 125 Dependent Care Eligibility Worksheet**

	Yes	No
Married (as defined by IRS)?	<input type="checkbox"/>	<input type="checkbox"/>
If married, is your spouse employed?	<input type="checkbox"/>	<input type="checkbox"/>
If married, do you file a joint tax return?	<input type="checkbox"/>	<input type="checkbox"/>
If married, does your spouse have a Dependent Care Plan?	<input type="checkbox"/>	<input type="checkbox"/>
If not employed, is spouse		
Full-time student (5 months)	<input type="checkbox"/>	<input type="checkbox"/>
Disabled and unable to care for self/children	<input type="checkbox"/>	<input type="checkbox"/>

- ✓ If your spouse is not employed and is not actively seeking employment, you are not eligible for the Dependent Care plan unless he or she is a full-time student or is disabled.
- ✓ If your spouse has a dependent care plan, your combined election may not exceed \$5,000
- ✓ Funds not claimed for will be forfeited or otherwise handled in accordance with the plan document and the current IRS regulation.
- ✓ **IRS form 2441 should be filed with your tax form 1040 when dependent care has been deducted from your pay. The Dependent Care deduction should be shown in box 10 of the W2 form from your employer.**

### **Dependent Care Reimbursement Plan Guidelines**

Employer provided dependent care assistance is tax-free only if the following conditions are met:

1. Each individual for whom you receive dependent care assistance is;
  - a. A dependent under the age of 13 whom you are entitled to claim as a dependent on your tax return, or
  - b. A spouse or other tax dependent who is physically or mentally incapable of caring for him or herself.
2. The dependent care assistance is provided for the care of a dependent described above or for the related household service and is incurred to enable you to be gainfully employed.
3. If the dependent care services are provided outside your household, they are incurred for the care of a dependent who is described in 1.a) above or who regularly spends at least 8 hours per day in your household.
4. If the dependent care is provided by a dependent care center (i.e. a facility that provides care for more than 6 individuals not residing at the facility) the center complies with all applicable state and local laws and regulations.
5. If the services are provided by a camp, the dependent does not stay overnight at the camp.
6. Payment for the services are not made to a child of yours who is under the age of 19 at the end of the year for which the expenses are incurred or to an individual for whom you or your spouse is entitled to a personal tax exemption as a dependent.
7. The reimbursement (or fair market value of the dependent care expenses) are provided for the applicable year and may not exceed the least of the following limits:
  - a. \$5000 (\$2500 if you are married and do not file a joint tax return for the year).
  - b. Your taxable compensation (after any reductions under the 401(k) plan, dependent care assistance plan and medical/dental plans).
  - c. If you are married, your spouse's actual deemed earned income.

\*For purposes of 7.a) above, if two employees are married to each other and file a joint tax return, a single \$5000 limit applies to both spouses together. For purposes of 7.c) above, your spouse will be deemed to have earned income of \$200 (\$400 if you have 2 or more dependents described in paragraph 1) above, for each month in which your spouse is: physically or mentally incapable of caring for him or herself or a full time student at an educational institution. For all purposes of paragraph 7) above, certain separated spouses are not treated as married.

8. You must report to the IRS on your tax return the name, address and social security number (or other tax payer identification number, if required) of any dependent care service provider who provides services to you during the relevant calendar year).
9. If your Dependent Care needs experience a qualifying change during the plan year, you may make election changes within 30 days of the qualifying change.
10. Participation in the Dependent Care Spending Account will limit your reporting on your IRS taxes.
11. If you elected and were reimbursed more than your dependent care costs, you may need to report the difference on your taxes. It is suggested you contact a Tax Advisor.
12. All claims must be submitted within 90 days after the plan year ends or your termination date.