



Benefit Management Administrators



# Flexible Spending Account (FSA) Administration

BMA specializes in providing complete Section 125 administration for our clients and excellent customer service for our participants.

## Flexible Spending Accounts

FSA Benefit Plans allow employees (and employers if desired) to contribute a certain amount of money using pre-tax dollars for the reimbursement of eligible expenses. The plan allows participants to use these funds for certain out-of-pocket expenses such as deductibles and copayments. BMA will handle the administration, enrollment and reporting necessary to keep your plan in compliance with current laws.

### Plan Options Include:

- General FSA
- Limited-Purpose FSA
- Dependent Care Accounts
- Commuter Accounts (Transit Spending Account, Parking Spending Account)

## Dependent Care Accounts:

Are used to pay for qualified child care expenses for dependent, under the age of thirteen, that you can claim on your taxes.

These expenses must be necessary for you and/or your spouse to work and include: before and after school care, in home care such as a nanny or babysitter, daycare and summer camps.

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## Online Access

The BMA portal is available 24/7; clients can submit new employees, terminations, changes and run reports. Flex participants may also access the BMA portal to view account information, transaction history, important documents, and etc.

## Services Provided

- Employer Consultation & Custom Plan
- Online Enrollment via BMA web portal
- 24/7 Web Access to Account Information
- Plan Document, SPD and Amendments, as needed
- Customer Service Assistance
- Manual Claims Submission & Adjudication
- Direct Deposit for Flex Reimbursements
- IRS 5500 Assistance
- Basic Discrimination Testing (at cost)

## Communication Services

- In-depth enrollment packet with expense worksheets (Helps employees project annual FSA, DCA and Commuter expenses)
- Flex debit MasterCard
- 24/7 online account access
- New notices to employees, as needed based on changes to the law
- FSA store access

## FSA Store

Employees will have full access to our online FSA store at [www.fsastore.com](http://www.fsastore.com). Some of the many features of the FSA store are:

- FSA card acceptance
- Free shipping
- Large product selection
- 24/7 customer service
- Live chat

