



CAFETERIA PLAN ADVISORS  
— An Alera Group Company —

Tel.: 781-848-9848

# Authorization for Pre-Tax Payroll Reduction

**Open Enrollment is May 1 – 16, 2025.**

**\* Enroll/Re-enroll deadline is 5/16/2025. Late enrollments not accepted. \***

**INSTRUCTIONS: If Already in Plan:** *Re-enrollment is **NOT** automatic!* To enroll for the new plan year via your online account portal, go to [cpaemployee.lh1ondemand.com](https://cpaemployee.lh1ondemand.com)—**not the app**. Log-in on the left side of the sign-in screen. Once on your account homepage, click the blue **ENROLL/RE-ENROLL** button and follow the steps to enroll; click *Submit* at the end. (We recommend printing or saving your enrollment confirmation.)

**New Enrollees:** Complete & return this form to **Gerry Conley, Payroll & Benefits Office at City Hall**, either in-person, by mail to 718 Main St., Attn: Payroll/Benefits, or by direct fax to 978-829-1969.

## 1 Personal Information:

**Participant Name:** \_\_\_\_\_ **Employer:** **City of Fitchburg**

**Mailing Address:** \_\_\_\_\_ **Plan Year:** **7/1/2025 to 6/30/2026**  
(Expenses must be incurred between these dates)

**City/Town, State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_ ☐ personal ☐ work

**2 I work for (check one):** ☐ City ☐ Schools → **I am paid (check one):** ☐ **Bi-weekly 26** (year-round; 24 deductions) ☐ **Bi-weekly 22** (18 deductions)

## 3 Flexible Spending Account (FSA) Benefit Selections:

☐ **Health Care FSA Election:** \$\_\_\_\_\_ for the plan year for your eligible, non-cosmetic medical, dental, and vision expenses, also includes your legal spouse (if married), your eligible dependents as defined by the IRS, and your adult children under age 26. *Benefit card included.*

**Max. Annual Election: \$3,300.**

**Rollover Option:** Any unspent Health Care balance—**up to \$660**—will roll over to the next plan year if you re-enroll for the next plan year. (Note: The maximum rollover amount for the 2024-2025 plan year is **\$640**; re-enrollment is required for funds to roll over.)

**Ineligibility Note:** You are **NOT** eligible for this plan if you or your spouse have a Health Savings Account (“HSA”).

☐ **Dependent Care FSA Election:** \$\_\_\_\_\_ for the plan year for qualified **day care** expenses for eligible dependents (as defined by the IRS) under age 13, elderly dependents, and dependents with special needs.

**Max. Annual Election: \$5,000 per family.**

*Claim-based plan reimbursement plan (no benefit card); participants must submit claim(s) to receive accrued funds.*

*See Open Enrollment flyer for more plan information.*

**4 Direct Deposit Info.** Direct deposit is our preferred method of expense reimbursement. Unless your banking info. is already on file with Cafeteria Plan Advisors, please set up direct deposit online via your account portal once you receive enrollment confirmation.

## 5 Certification. I hereby authorize a salary reduction agreement for the amount(s) shown above and understand that:

- Cafeteria Plan Advisors will hold these funds until eligible expenses are incurred and a claim is submitted. Funds may be forfeited in accordance with Internal Revenue Service (IRS) Publication 969 if eligible expenses are not spent or submitted for reimbursement by plan year deadline or purchased utilizing the provided debit card within the plan year or the date upon which employment ends, whichever comes first.
- All claims for the Plan Year must be submitted within ninety (90) days following the end of the Plan Year.
- Your Health Care FSA plan has a **Rollover option**. Eligible balances roll over to the next plan year when you re-enroll in the Health Care FSA for the new plan year and the rollover occurs after the current plan year’s 90-day claim-submission (“run-out”) period has closed.
- **This election cannot be revoked or changed** during the plan year unless the participant experiences a qualifying event as defined by the IRS.
- **Current participants must enroll each plan year; re-enrollment is not automatic.**
- **Health Care FSA cards**, if offered through your employer’s plan, **will reload** at the start of each plan year when you re-enroll; keep until they expire.
- Additional certification for Dependent Care Plan Participants: I understand that the Dependent Care Reimbursement Plan Guidelines can be found at [CPA125.com](https://CPA125.com) and I qualify to participate in the FSA Dependent Care plan. I agree to notify the plan administrator in writing within 30 days should I experience a change in need or no longer meet the IRS’s eligibility criteria. Dependents must qualify under regulations set forth in IRC sections 152 and 129.
- **Tax advice:** It is suggested you consult with a tax advisor to determine your tax savings and/or limits on tax deductions.

➤ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A system-generated e-mail confirmation will be sent once your enrollment is processed.