

## **Health Flexible Spending Account (FSA) Options at the End of Employment**

Option 1. Upon your termination of employment, your participation in the Health FSA will cease and no further contributions will be made on your behalf. You will have 90 days after the date your employment terminates to submit claims for health care expenses that were incurred prior to the date your employment terminates.

Option 2. Before your last day of work you can fund the remaining months of contributions to your Health FSA, so all contributions for the year have been made before you leave employment. You will then be allowed to continue to incur health care expenses and submit receipts through the end of the calendar year in which your employment terminates.

Submit claims after your employment terminates by contacting Paylocity at [batinfo@paylocity.com](mailto:batinfo@paylocity.com) or 1.800.631.3539.

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Employee Name

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Option #

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Employee Signature

Please return completed form to your employer.

02/2021