



CHARLOTTE PUBLIC SCHOOLS
Flexible Spending Account Election Form
Plan Year: January 1, 20__ - December 31, 20__

Please complete the entire form and return it to the Human Resources Department.

Note: This form must be completed and returned even if you are not enrolling in the Flexible Spending Accounts.

Name _____ Social Security # _____
First, Middle, Last
 Street Address _____ Date of Birth _____
 City _____ State _____ Zip Code _____
 Division _____ Date of Hire _____
 E-mail address (optional): _____
 Payroll Schedule (please circle): Weekly Bi-Weekly Semi-Monthly Monthly

Optional	Work #: _____	Home #: _____
	Fax #: _____	

Please list dependents you will be submitting claims/receipts for.

First, Middle, Last

1. Dependent _____ Relationship _____ Birthdate _____
 2. Dependent _____ Relationship _____ Birthdate _____
 3. Dependent _____ Relationship _____ Birthdate _____
 4. Dependent _____ Relationship _____ Birthdate _____
 5. Dependent _____ Relationship _____ Birthdate _____
 6. Dependent _____ Relationship _____ Birthdate _____

BEFORE –TAX PAYROLL DEDUCTION OPTIONS (Flexible Spending Accounts)

HEALTH CARE SPENDING ACCOUNT Maximum election of \$2,600.00.
DEPENDENTCARE SPENDING ACCOUNT (Day Care) Maximum election of \$5,000.00.

	Amount Per Pay Period	x	# of Pay Periods	=	Annual Election Amount
Health Care Election:	_____	x	_____	=	_____
Dependent Care Election:	_____	x	_____	=	_____

_____ I do not wish to participate in the Health Care Spending Account.
 _____ I do not wish to participate in the Dependent Care Spending Account.

I understand that these accounts may only be used for my dependents as defined under the plan and that my choices above must remain in effect for the entire plan year unless I have a qualifying event as defined in my summary plan document (SPD). I also understand that any unused balances in either account at the end of the plan year shall be forfeited. I hereby give my employer permission to reduce my salary by the above elected amount(s).

Signature: _____ Date: _____