

FSA (Flexible Spending Account) Filing Deadline – Tuesday, April 18

This year, the filing deadline for medical, limited purpose medical and dependent care FSAs is **Tuesday, April 18, 2017**, for all claims incurred in 2016 or during the grace period of Jan. 1, 2017, through March 15, 2017. The regular claims filing deadline is April 15. However, because April 15 falls on a Saturday and because the Washington D.C. Emancipation Day holiday will be observed on April 17 instead of April 16, 2017, the IRS has extended the filing deadline to April 18, 2017.

All claims must be postmarked by this date to be considered for reimbursement. This includes required documentation for any outstanding Benny™ debit card transactions.

You can submit your claims and documentation one of three ways:

1) Submit a Claim Using the Chard Snyder Mobile App

Submit your healthcare or dependent care claim using your phone or tablet to save time.

- Log in as usual.
- Choose File A Claim.
- Enter requested details regarding the claim.
- Click Upload Receipt. (Device camera will take a picture of your receipt. Make sure the picture is clear and that writing is legible.)
- Click the Add Claim button.

2) Submit an Online Claim

Save postage and time by filing your claim online.

- Scan your receipt and save it in one of the following formats: JPEG (.jpg), GIF (.gif) or PDF (.pdf). Total attachments must be no larger than 7 MB.
- Go to PeopleFirst.MyFlorida.com.
- Click on the FSA & HSA Information quick link.
- Click on File a Claim.
- Choose the account that you would like to use and who you would like to pay (this can be a provider or reimbursement to yourself). Click Next to continue.
- Click Upload Valid Documentation to attach your receipt(s) to your claim. Be sure to upload the correct receipt file, as attaching the wrong file will delay your payment. Click Next to continue.
- Enter requested details regarding the claim; then click Next to continue.
- Review details of the claim.
- Read the Terms & Conditions and then click that you have done so.

- Click Save for later, Add Another or Submit. After you submit your claim(s), a confirmation screen will show a list of the claims that you just submitted.

3) Submit a Paper Claim Form

If you are submitting a paper claim for services you have received or purchases you have made, follow the steps below.

- Complete an FSA claim form, available at PeopleFirst.MyFlorida.com, and after, click on the FSA & HSA Information quick link to go to the portal.
- Make a copy of your completed claim form and send it with a copy of your receipt or EOB.

Fax: 888-245-8452

Mail: Chard Snyder
3510 Irwin Simpson Road
Mason, OH 45040

Use it or lose it!

Flexible spending accounts are a great way to fund medical and dependent care expenses with pretax dollars, but if you don't use services and submit your claims by the deadlines, you lose the benefit of these accounts — and the money (see [Section 125 of the IRS Tax Code](#)).

For more information, please contact the Human Resources Benefits Office at (850) 644-4015 or email insurance@fsu.edu.