

Participant Claim Card Tips

If your Employer has not elected the FlexSystem Claim Card feature, you may disregard this page.

If your Employer has elected the FlexSystem Claim Card feature, these items will help to clarify expectations and answer common questions. We are confident you will enjoy the convenience of this service.

- **Incoming Claim Card!** If you have elected to participate in the Medical FSA, your Claim Card should arrive at your mailing address within 10-15 days of your Plan Start Date in a plain, white envelope from FlexSystem. Your card may also be used for Dependent Care or Transportation expenses if these benefit accounts were elected. If you elected to participate in the Dependent Care and/or Transportation FSA only and would like a Claim Card for use for these accounts, please complete Section 1 below only and fax this page to FlexSystem.
- **Web Access?** Log in (at www.tasconline.com) for your account balance and claim information. Please **disregard any reference to www.mbicard.com** in the literature that arrives with your Claim Card.
- **Additional Card?** Yes, Please! If you would like one additional card for a spouse or dependent, complete Sections 1 and 2 below and fax this page to FlexSystem. To obtain more than one dependent claim card, please submit additional forms. A \$10.00 fee will be deducted from your FlexSystem account for each subsequent dependent claim card created.
- **Lost or Stolen?** Let us know! If you require a new Claim Card, please send an e-mail to service@tasconline.com with your name, Client ID, Participant ID, current mailing address, and reason for the reissue. A standard \$10.00 reissue fee will be deducted from your FlexSystem account at the time of reissue.
- **Three Years Until Expiration!** Each FlexSystem Claim Card is valid for 3 years. The expiration date can be found on the front of your card. One month prior to the card's expiration, a new card will be mailed to your address on file. If you move, please update your mailing address with FlexSystem (at www.tasconline.com).
- **Don't Toss That Card!** Your new annual FSA election will be loaded onto your card following enrollment each Plan Year. Please do not dispose of your card until the expiration date has been reached or a new card has been received.
- **Use It or Lose It!** To prevent potential fraud, your Claim Card will be deactivated if not used within 6 months of the issue date.

Service is just an e-mail away! Any other Claim Card questions or concerns may also be sent to service@tasconline.com. We hope you enjoy the convenience of your Claim Card!

Participant Information*

Participant Name _____

Participant ID Number _____

Company Name _____

Client ID Number _____

Dependent Information*

Dependent Name ** _____

* If not completed in full, your request will not be processed.

** I certify that the additional Claim Card is for the use of my dependent as defined by the Internal Revenue Service and will be used for eligible expenses identified in Section 125 only.