

(Questions regarding the following information should be directed to Fletia Lewis, Benefits Manager, at 434-395-2076 or lewisfm@longwood.edu. Supervisors and Managers are encouraged to distribute this information to those employees who do not have computer access.)

MEMORANDUM

TO: Longwood University Faculty and Staff
FROM: Human Resources
SUBJECT: Flexible Spending Account Reimbursement Deadline Reminder
DATE: September 22, 2009

2009 Flexible Spending Account Reimbursement Requests

Please remember: The deadline to file for reimbursement of your flexible spending account expenditures is **September 30, 2009**. If you had either a Medical or Dependent Care Flexible Spending Account (FSA) for the 2008-2009 plan year (that began July 1, 2008 and ended on June 30, 2009) and have not filed for reimbursement of eligible expenses, please file for reimbursement on or before **September 30, 2009**. The Internal Revenue Service (IRS) regulations indicate that *any unused funds which remain in a flexible reimbursement account at the end of the plan year, and for which requests for reimbursement have not been made within the grace period, cannot be returned to you nor carried forward to the next plan year.*

You may submit requests for reimbursement to Fringe Benefits Management Company (FBMC) by:

- Registering on MyFBMC at <https://www.myfbmc.com/sso/papiMain.aspx> and make the request for reimbursement; *or*
- Completing the attached FBMC FSA Claim Form and mailing or faxing to the address provided on the form.

Contact

If you have any questions regarding the Flexible Spending Accounts or benefits in general, please contact Fletia Lewis, Benefits Manager (434-395-2076; lewisfm@longwood.edu).

Thank you.