Contribution Planning Worksheet

Decide How Much to Contribute

The key to getting the most from your Flexible Spending Account (FSA) is to maximize your contributions based on your anticipated eligible expenses. Follow the simple steps below to estimate your out-of-pocket expenses for the coming benefit plan year.

The more you contribute, the more you can save!

However, keep in mind that a Flexible Spending Account is not a savings account. You must use all of your contributions each year or risk losing any unused balance at the end of the benefit plan year.

1 Choose your tax rate	Represents the total of all Federal and state payroll and income taxes. The example below uses 34 percent.
2 Plan your expenses	Refer to the eligible expense list on the next page when building your own personal expense list.
3 List your expenses	List your anticipated expenses below and enter the expected total *annual* Cost for each expense. You may view a list of eligible expenses on our website at www.flexdirect.adp.com.
4 Do the math	Then do the simple calculations shown in the example below for each expense and total your projected savings and reduced cost when using an FSA.

	Cost		Your Tax Rate		Savings (Cost * Tax Rate)	Cost using FSA[1]
Example: Annual Deductibles	$1000.00	X	0.34	=	$340.00	$660.00
Totals:						

[1] The tax-exempt status for FSA contributions is the mechanism that allows you to save money on your essential health care purchases.

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