

FLEXIBLE BENEFITS ENROLLMENT FORM

Please print clearly

EMPLOYER:		DIVISION:	
SSN:		OPEN ENROLLMENT: EFFECTIVE DATE (mm/dd/yy):	NEW HIRE CHANGE*
NAME:		BIRTH DATE (mm/dd/yyyy):	DATE OF HIRE (mm/dd/yyyy):
MAILING ADDRESS:		PHONE:	M F MARRIED SINGLE
CITY:	STATE:	ZIP:	EMAIL:

If you have not already signed up for direct deposit, it's easy. Visit the Allegiance flex website, www.allegianceflexadvantage.com.

LIMITED FLEXIBLE BENEFITS ELECTION AUTHORIZATION

DEDUCT INSURANCE PREMIUMS PRE-TAX		PER PAY PERIOD DEDUCTION	NUMBER OF PAY PERIODS	TOTAL ANNUAL AMOUNT ELECTED
YES	NO	DENTAL / VISION _____ X _____ = _____		
		DAYCARE _____ X _____ = _____		

PAY PERIODS (check one) 52 = WEEKLY 26 = BI-WEEKLY (EVERY 2 WEEKS) 24 = SEMI-MONTHLY 12 = MONTHLY

The "Total Annual Amount Elected" will be used to enter election amounts in the Allegiance system.

CERTIFICATION

I certify that these are my benefit elections and that :

1. I understand that only vision, dental, and some preventive expenses can be reimbursed under the limited-purpose health FSA.
2. I authorize the "before-tax" deduction of a portion of my pay based on the elections above.
3. My health FSA election is for dental and vision expenses for myself, my spouse, and my qualified dependents.
4. My daycare FSA election is for the care of my tax dependent children, under age 13, or individuals unable to care for themselves, residing with me at least 8 hours each day.
5. I understand that my unused contributions made to the FSA cannot be refunded to me and become the property of my employer.
6. Reimbursement requests, sent to Allegiance, must be accompanied by documentation of the expense.
7. I understand that coverage applies only to expenses incurred within the plan year and during my period of employment.
8. I understand that this agreement cannot be changed or revoked during the plan year unless I experience a qualified change in status.

Both an employee signature and company authorization are required for enrollment to be completed.

Signature: _____ Date: _____

Company Authorization: _____ Date: _____

*If this is an election change, please indicate the qualifying event/note election changes are for future dates of service:

_____ HR initials _____

2024

For Allegiance use only

Group Number: _____ Date Completed: _____ Entered By (initials): _____