

Cafeteria Plan Advisors  
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## NEW HIRE/ CHANGE IN STATUS FLEXIBLE SPENDING PRE-TAX PAYROLL REDUCTION

FORM MUST BE RETURNED TO **CAFETERIA PLAN ADVISORS** WITHIN 30  
DAYS OF HIRE/QUALIFYING EVENT

**Name:** \_\_\_\_\_ **Employer:** CITY OF BOSTON

**Mailing Address:** \_\_\_\_\_ **Plan Year:** \_\_\_\_\_ - 12/31/2023  
(\*Fill in above: date of hire or event date)

**City, State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ (must provide if new hire)

**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **\*Employee ID #** \_\_\_\_\_ **D.O.B:** \_\_\_\_\_

**Payroll Information** I am paid:  Weekly 52  Bi-Weekly 26

Bi-Weekly 21 (school employees that do not receive payroll check over the summer)

**IF APPLICABLE:** I am a:  Municipal Employee  School Dept. Employee

**The following qualified change in election for the Cafeteria Plan is the result of one of the following:**

**New Hire** **Date of Hire:** \_\_\_\_\_  **Qualifying Event Date:** \_\_\_\_\_ **Event:** \_\_\_\_\_

### New benefit elections:

<input type="checkbox"/> FSA Health Care Accounts (\$3,050 or Plan Maximum)	Election for <u>Remainder of Plan Year:</u>	\$ _____
<input type="checkbox"/> FSA Dependent Care Accounts (\$5,000 Maximum)	Election for <u>Remainder of Plan Year:</u>	\$ _____
<input type="checkbox"/> Transit (\$300/month = \$3,600/year Maximum)	Election for <u>Remainder of Plan Year:</u>	\$ _____
<input type="checkbox"/> Parking (\$300/month = \$3,600/year Maximum)	Election for <u>Remainder of Plan Year:</u>	\$ _____

### CPA/PAYROLL DEPT USE ONLY:

#### HEALTH CARE

First Payroll Deduction Date: \_\_\_\_\_

Per Pay Period Amount: \_\_\_\_\_

#### DEPENDENT CARE

First Payroll Deduction Date: \_\_\_\_\_

Per Pay Period Amount: \_\_\_\_\_

#### PARKING

First Payroll Deduction Date: \_\_\_\_\_

Per Pay Period Amount: \_\_\_\_\_

#### TRANSIT

First Payroll Deduction Date: \_\_\_\_\_

Per Pay Period Amount: \_\_\_\_\_

### Certification

I hereby authorize a salary reduction agreement for the amount(s) shown above. I understand that:

- Cafeteria Plan Advisors, Inc. will hold these funds until eligible expenses are incurred and a claim is submitted. Funds may be forfeited in accordance with IRS Publication 969 if eligible expenses are not submitted for reimbursement by plan year deadline or purchased utilizing the provided debit card (if applicable). If terminated, expenses may be incurred through termination date.
- Dependents must qualify under regulations set forth in IRC sections 152 and 129.
- Expenses must be consistent with allowable medical deductions under IRS Publication 969.
- If you or your spouse are 'contributing' to a Health Savings Account (HSA), you are NOT ELIGIBLE for FSA Health Care Account.
- **Dependent Care Plan Participants only:** I, the undersigned, certify that I have read the Dependent Care Reimbursement Plan Guidelines ([www.cpa125.com](http://www.cpa125.com)) and meet all requirements necessary to participate in the FSA Dependent Care plan. The undersigned agrees to notify the plan administrator in writing within 30 days should the undersigned no longer meet eligibility as mandated by the IRS. Dependents must qualify under IRC section 152.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_