

# A Flexible Spending Account for Dependent Daycare Expenses

Use this account to pay for daycare, preschool or senior care needed while you and your spouse work, go to school full time, or look for work.



## Tax-Free Dollars for Dependent Daycare Expenses

Save about one-third when you pay for dependent care while you work. You can use the dependent daycare account to pay for the care of children 12 years of age or younger or anyone you claim on your tax return who is not capable of self-care.

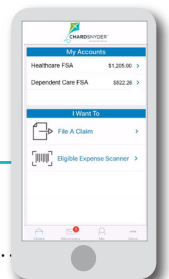
Eligible expenses include:

- Child in-home care or daycare centers
- Senior in-home care or daycare centers
- Nursery schools
- After-school and latchkey programs
- Summer activities provided while you work

Care while you are not working such as overnight camp is not eligible.

Money is deducted from each paycheck and added to your dependent daycare account. You may not be reimbursed more than the current balance. Family members who are not tax dependents may be eligible caregivers\*.

Helpful  
Tips

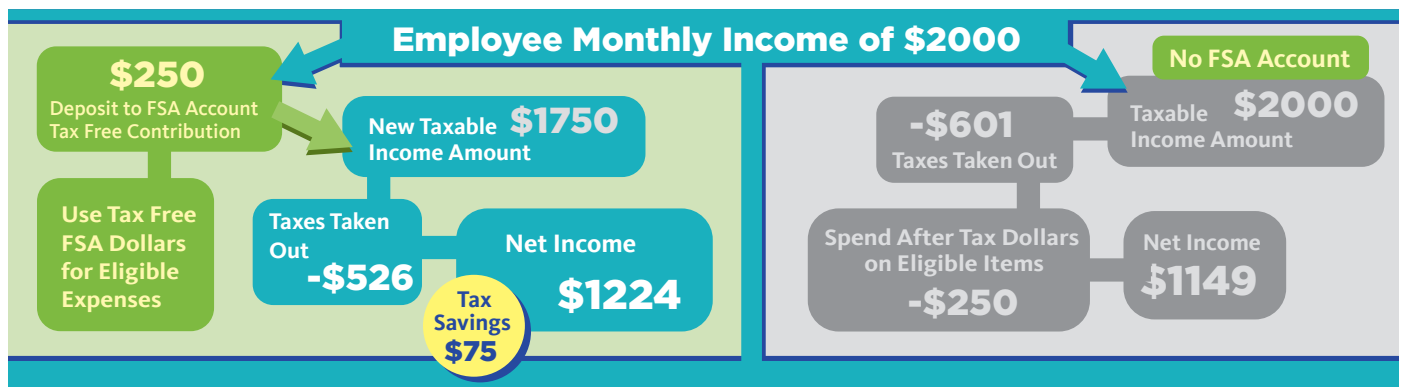


Download the Chard Snyder Mobile App

Email questions to [askpenny@chard-snyder.com](mailto:askpenny@chard-snyder.com)



## What Does Tax-Free Mean to Me?



\*Check IRS Pub 503

# Documenting Your Eligible Expenses



You must always prove to the IRS' satisfaction that your expense was eligible. Send us a claim form and attach copies of the paperwork from doctors' and dentists' offices, hospitals, and stores. The claim form is found in the *Support Center* area of our website.

Take a picture of your receipt, itemized statement or Explanation of Benefits and claim form with your mobile device. You can submit it through the app, upload it through the website, or attach it to an email... or, just fax or mail a paper copy.

## Help Yourself...

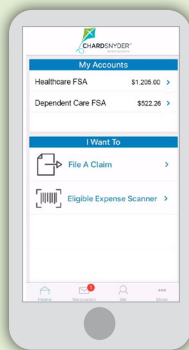
### Chard Snyder Website

Our website is loaded with information and tools to help you get the most out of your plan. Access your account by logging in at [www.chard-snyder.com](http://www.chard-snyder.com).



### Mobile App

Our mobile app is simple to use and easy to get from Google Play or the App Store.



- View account balances and transaction details
- Submit and review claims
- Upload paperwork
- Scan products for eligibility  
(Plan restrictions may apply)

### Customer Service

Contact us through Live Chat from the Chard Snyder website, give us a call, or send us an email for quick, convenient, personal service.

800.982.7715 | [askpenny@chard-snyder.com](mailto:askpenny@chard-snyder.com)

### IRS Regulations

- No matter how you use your FSA funds, the IRS requires proof your claim is for an eligible expense. You may be asked to send us a copy of your receipt, itemized statement, or Explanation of Benefits (EOB) as substantiation for your claim
- You cannot change your mind after you enroll unless you experience specific work/life events. (See FAQs on our website)
- You must spend your money within your plan's filing deadlines
- The dependent daycare plan may not be used for dependent healthcare expenses
- Once you claim an expense you may not claim it again on your annual taxes



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Savings will vary based on your tax bracket. Examples shown are calculated at 25% Federal, 7.65% Social Security and 5% state income tax savings. Divorced parents should check our website for special rules regarding the dependent daycare account. Your tax advisor can discuss how you might use this benefit with the child tax credit. Federal regulations may change plan features without notice at any time (see IRS Publication 503). Expense examples may not be reimbursable under your specific plan or restrictions may apply. Check your Summary Plan Description (SPD) for your plan's specifics. The information contained in this publication is not, nor is it intended to be, legal or tax advice. © 2018 Chard, Snyder & Associates, Inc. All rights reserved.

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