# Using your Flexible Spending Account (FSA) for orthodontia expenses

To be reimbursed for eligible orthodontia expenses, you're required to submit one of the following items to PayFlex<sup>®</sup> with your claim form.

- Itemized statement/paid receipt
- Orthodontist's contract/payment agreement
- Monthly payment coupons

PayFlex provides reimbursements in one lump sum or as you receive services throughout the expected treatment period. The reimbursement options are below:

**Coupon Payment Option** – Submit an itemized statement of your orthodontia expenses after you receive a service. Submit this documentation with a completed claim form for reimbursement.

**Monthly Payment Option (Auto Pay)** – To set up Auto Pay, download a claim form from My Resources, complete all required fields and make sure to check the **Automatic Monthly Reimbursement for Orthodontia expenses** box. You also **need to** include a copy of your <u>orthodontia contract/agreement</u>\* with your first claim. Once the claim is processed, PayFlex will automatically reimburse you each month -- as long as you're enrolled in an FSA and have funds available in your account.

\*You will need a contract/payment agreement from the orthodontist with the following information:

- Patient name
- Date the service begins

- Charges for the initial banding work
- Dollar amount charged each month
- Length of service

## Auto Pay Reminders:

- If you enroll in Auto Pay, you can't use the PayFlex Card<sup>®</sup>, your account debit card, to pay for orthodontia expenses.
- We'll reimburse you on a monthly basis for the amount of the monthly payment stated on the contract.

**Total Payment Option** – If you paid the full amount when orthodontia treatment began, you're reimbursed for the treatment amount, minus any amount covered by your dental insurance. PayFlex will reimburse you up to your FSA election amount, minus any previous FSA reimbursements. If you already submitted other claims, check your FSA balance online to confirm the amount you have available.

To be reimbursed, simply send a copy of your paid receipt and completed claim form to PayFlex. Include an itemized statement with the following information:

- Orthodontist name
- Patient name
- Date treatment started

- Amount of expense
- Amount insurance will pay

**NOTE:** If you choose the total payment option, remember to submit a paid receipt with your claim.



# **Orthodontia Examples**

#### Example 1: Payment in full made on the first orthodontist visit

Let's say you participate in a FSA in 2015 and 2016. In October 2015, you sign an agreement with an orthodontist for your dependent. During the first visit (November 2015), your dependent is X-rayed and fitted for braces. On the second visit (December 2015), the braces are installed. During 15 more monthly visits, the braces are adjusted. After 18 months, (if everything goes as planned), the braces are removed. For these services, the orthodontist charged \$2,550 on the date of the first visit, which you paid in full in 2015.

#### Can I be reimbursed the full \$2,550 from my 2015 health care FSA?

Yes, as long as you have at least \$2,550 available in your FSA. Even though your dependent didn't receive all of the care in 2015, the IRS regulations allow the health care FSA to reimburse you for the full \$2,550 as a 2015 expense.

#### What if I don't have the full \$2,550 in my 2015 health care FSA?

If you paid the entire \$2,550 and your FSA balance is \$2,000, PayFlex<sup>®</sup> can only reimburse you for the amount available in your account (\$2,000).

#### What if my plan includes the grace period, how will my orthodontia payment be processed?

It depends on when you paid the lump sum orthodontia expense. Let's say your orthodontia treatment started in October 2015 and the orthodontist is charging you \$2,550. On January 15, 2016, you decide to pay the lump sum amount. Since you paid the expense during the grace period, you're reimbursed from your 2015 FSA balance first (if money is still available) then the rest from your 2016 FSA balance.

**Note:** The amount reimbursed can't exceed the amount paid to the orthodontist or the total amount of your 2015 and 2016 FSA balances.

#### Example 2: Orthodontia treatments provided over two plan years

When treatment is provided over two plan years <u>and</u> you don't pay the full amount up front, you have two options:

- 1) You can pay the monthly payment amount directly to the orthodontist, then submit a claim each month with your payment coupon.
- 2) You can set up an automatic payment (Auto Pay) with PayFlex based on the payment amount on the orthodontia agreement.
  - a. To set up Auto Pay, complete a claim form with the monthly payment amount listed under the <u>Amount Requested</u> column and **Ortho Auto Pay** under the <u>Type of Service</u> column.
  - b. When completing the form, be sure to check the box for **Automatic Monthly Reimbursement for Orthodontia expenses**. In addition, send a copy of the ortho contract/agreement with the claim form.
  - c. Once PayFlex processes this claim, we'll reimburse you on a monthly basis for the amount of the monthly payment stated on the contract.

## **Questions?**

Visit your PayFlex member website and click **Contact Us**. We're here to help Monday – Friday, 7 a.m. – 7 p.m. CT and Saturday, 9 a.m. – 2 p.m. CT.

This material is for informational purposes only. The information describes the Flexible Spending Account ("FSA") in general terms. FSA plans are governed by the rules of Section 125 of the Internal Revenue Code and will be administered in accordance with those rules. Estimate fund amounts carefully. Unused funds will be forfeited either after the last day of the plan year or at the end of the grace period if your plan offers one. Eligible expenses may vary from employer to employer. In case of a conflict between your plan documents and the information in this material, the plan documents will govern. Please refer to your employer's Summary Plan Description ("SPD") for more information about your covered benefits. Information is believed to be accurate as of the production date; however, it is subject to change. For more information about PayFlex, go to **www.payflex.com.** 

