

GW BENEFITS

2021 Flexible Spending Account Mid-Year Changes



Dear Faculty and Staff,

Due to recent Internal Revenue Service guidance in response to COVID-19, **the university is adding increased flexibility** to the 2021 GW [Health Care Flexible Spending Account \(HCFSA\)](#) and [Dependent Day Care Flexible Spending Account \(DCFSA\)](#).

Mid-Year Changes and New Enrollments Allowed

Employees who currently have a 2021 FSA election are eligible to make a **mid-year change** to their FSA election regardless of whether a qualifying life event occurred (i.e. marriage, adoption).

Employees who are not currently enrolled in a 2021 FSA **may elect to newly enroll mid-year** without having experienced a qualifying life event.

The following FSA changes are allowed to be made through 12/1/2021:

- Increase your current FSA election
- Decrease your current FSA election*
- Newly enroll in a 2021 FSA

***Special note about decreasing an FSA election:** Employees may not reduce an election below the amount that has already been reimbursed or has been contributed, whichever is higher.

For example, if an employee has contributed \$500 to a 2021 DCFSA, and would like to cancel all future DCFSA elections, the employee would select \$500 as their new contribution.

When Are Changes Effective?

Your FSA election changes are effective the 1st of the month following the date you make a change in the [EasyEnroll](#) System or the 1st of the month if the change is made on the 1st of a month.

Make Changes via EasyEnroll

- 1) Log in to [EasyEnroll](#).
- 2) Select "**Click Here**" then "**Enroll Now**" under Benefits enrollment.
- 3) Select "**FSA Mid-Year Change**" at the end of the Live Events list.
- 4) Continue through the prompts to make changes to your elections.
- 5) Save a copy of your confirmation for future reference.

We are Here to Help

[PayFlex](#) is available to assist you with questions about your FSA at (844) 729-3539, Mon - Fri 8 a.m. to 8 p.m. EST, and Sat 10 a.m. - 3 p.m. EST.

The [Benefits Team](#) is also available to assist you with questions about your GW benefit offerings at benefits@gwu.edu or (571) 553-8382.

Sincerely,

GW Benefits



[GW Benefits](#)

45155 Research Place, Suite 160
Ashburn, VA 20147
Phone: (571) 553-8382

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

[Manage](#) your preferences | [Opt out](#) using TrueRemove™

Got this as a forward? [Sign up](#) to receive our future emails.

View this email [online](#).

45155 Research Place Suite 160
Ashburn, VA | 20147 US

This email was sent to .

To continue receiving our emails, add us to your address book.

[Subscribe](#) to our email list.