

flexible spending accounts

Coldwater Creek offers Flexible Spending Accounts (FSA) for health care and dependent care. An FSA allows you to set aside a portion of your paycheck each pay period to pay out-of-pocket medical or dependent care expenses incurred in the plan year January through December. The money you set aside is pretax – which is a great savings for both you and Coldwater Creek. This means you may be able to lower your personal income taxes by prepaying now for services you may incur later in the year.

Health Care Flexible Spending Account

Allows you to pay (on a pretax basis) for qualified out-of-pocket medical care that is not reimbursed under any other plan or program for you, your spouse or dependent.

Typically, out-of-pocket expenses such as copayments and deductibles, eye exams, prescription drugs, contact lenses, laser eye surgery and dental services are eligible under a health care FSA. Over-the-counter medications used to treat a specific medical condition, including antihistamines, allergy medications and cold medicine also are qualified expenses.

Dependent Care Spending Account

Allows you to pay for employment-related dependent care services (child or adult care) related to care of a qualifying individual. Expenses must be incurred to enable you (and your spouse, if married) to work or look for work.

Reimbursement

Claims are processed by CONEXIS. You may file a claim by submitting a reimbursement form and supporting documentation. Claim forms are available at www.conexis.org, or in the benefits department. Reimbursement will be made by either:

- Check sent to your home, or
- Direct deposit to your preferred bank account (provided you have a CONEXIS Direct Deposit Form on file with CONEXIS).

If you elect the Health Care Reimbursement Account, you will be issued a “CONEXIS MasterCard”. This is an automated way to access the money you’ve put aside in your health care FSA account. If you use the card, you will not have to submit claim forms, but remember to keep itemized receipts and the explanation of benefits from your health care provider, as you may be asked to submit them to CONEXIS for audit purposes. There is no MasterCard available for the Dependent Care Spending Account.

For more information about Flexible Spending Plans, go to www.conexis.org or refer to the enclosed Summary Plan Description.

Administration

- Our FSA plan is administered by CONEXIS. You may access their website for more information at www.conexis.org. For a list of eligible expenses for both plans, go to <https://www.conexis.org/media/docs/QuickReferenceGuide.pdf>.
- You can contribute a minimum of \$260 per plan year up to a maximum annual election of \$5,000 per plan year to each FSA account (health care and/or dependent care). Elections are prorated for the number of months you are in the plan. Your annual election is evenly divided over the pay periods and contributions to the plan are deducted from each pay period.
- Your entire annual health care FSA contribution amount is available immediately at the beginning of the plan year to pay for eligible health care expenses you may incur during the current year.
- Expenses must be incurred during the current plan year and must be submitted for reimbursement no later than March 31 of the following year. Contributions that you don’t use during the plan year or claim by the deadline will be forfeited to Coldwater Creek.
- As with all Section 125 plans, you may not make changes to your elections during the plan year unless you have a qualifying change in status. The new election must be consistent with the change in status.
- Domestic partners may not be covered on your FSA.
- Please review your Flexible Spending Summary Plan Description for claim submission timelines if you are separated from employment with Coldwater Creek.