



**King County**

Benefits and Retirement  
Operations

# Flexible Spending Account Change

- Submit this form to Benefits and Retirement Operations, The Chinook Building CNK-ES-0240, 401 Fifth Ave., Seattle 98104-2333, or fax it to 206-296-7700 to request changes to your flexible spending account. Benefits and Retirement Operations will verify the changes and forward them to FBMC if they qualify.
- Questions? E-mail [kc.benefits@kingcounty.gov](mailto:kc.benefits@kingcounty.gov) or call 206-684-1556.

## Indicate personal information that's changed

Check all changes you're making and provide the information indicated. This will update your personal information to FBMC, but not to the county payroll system. To update the county payroll system, submit a Personal Information Update form to your payroll or human resources representative. The form is available at [www.metrokc.gov/employees/benefits/health\\_and\\_insurance/forms.aspx](http://www.metrokc.gov/employees/benefits/health_and_insurance/forms.aspx) or from your payroll representative.

<input type="checkbox"/> Name	Old _____	New _____
<input type="checkbox"/> Phone	Old (_____) _____	New (_____) _____
<input type="checkbox"/> Address	Old _____	New _____
	Street/PO Box                      Apt. No	Street/PO Box                      Apt. No
	_____	_____
	City                      State                      ZIP	City                      State                      ZIP

## Indicate health care FSA contribution change

To change your contribution amount, this form must be received within 30 days of the date of the qualifying life event. (See page 2 for a list of qualifying life events that allow you to change your contributions.)

From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per year in 200\_\_\_\_\_

Describe qualifying life event \_\_\_\_\_

Date of qualifying life event \_\_\_\_\_

## Indicate dependent care FSA contribution change

To change your contribution amount, this form must be received within 30 days of the date of the qualifying life event. (See page 2 for a list of qualifying life events that allow you to change your contributions.)

From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per year in 200\_\_\_\_\_

Describe qualifying life event \_\_\_\_\_

Date of qualifying life event \_\_\_\_\_

## Authorize your change

*I have read and understand this form, including the information about qualifying life events. The information I have provided is true, correct and complete, and amends previously submitted information. I authorize King County to make any payroll deductions or refunds resulting from my requested change.*

Employee signature \_\_\_\_\_ Date signed \_\_\_\_\_

Printed name \_\_\_\_\_ Contact phone (\_\_\_\_\_) \_\_\_\_\_

Paid  5<sup>th</sup> and 20<sup>th</sup> each month  Every other Thursday      PeopleSoft Employee ID \_\_\_\_\_

Office use only	Date received	Processed by	Date change effective	Date forwarded to PCA
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# Qualified Status Changes

## Name/phone/address

You may change your name, phone number or address anytime.

The Flexible Spending Account Change form will update your personal information to FBMC, but not to the county payroll system. To update the county payroll system, submit a Personal Information Update form to your payroll or human resources representative. The form is available at [www.metrokc.gov/employees/benefits/health\\_and\\_insurance/forms.aspx](http://www.metrokc.gov/employees/benefits/health_and_insurance/forms.aspx) or from your payroll representative.

## Health care and dependent care flexible spending account contributions

Generally, you re-enroll each year during open enrollment to continue participating in an FSA, and the elections you make during open enrollment remain in effect for the calendar year. However, you may change your contribution to an FSA between open enrollments:

- when certain qualifying life events occur,
- if Benefits and Retirement Operations receives your change request within 30 days after the qualifying life event, and
- if the change you're requesting is consistent with the status change.

Qualifying life events that may allow you to change your contributions to an FSA between open enrollments include:

- a change in your legal marital status due to marriage, legal separation, annulment, divorce or death of a spouse;
- a change in the number of your tax dependents due to birth, adoption or placement for adoption, or death of a dependent;
- a change in employment status for you, your spouse or a dependent due to:
  - termination or commencement of employment;
  - a reduction or increase in work hours;
  - a switch from salaried to hourly paid, from union to non-union, or from part-time to full-time status;
  - a strike or lockout;
  - the beginning of or return from unpaid leave of absence;
  - any other employment status change that affects FSA eligibility;
- a change in your residence or workplace or the residence or workplace of your spouse or a dependent that affects FSA eligibility;
- a change that causes a dependent to satisfy or cease to satisfy the requirements for coverage due to age, marriage or any similar circumstances provided for in the benefit plans;
- a change due to certain judgments and court orders; and
- a change in cost of dependent care due to a change in provider.