

FSA Key Milestone – March 2022

Key Milestones	Dates
Current eligible employee demographics loaded into new platform	January 12, 2022
Recommended communication begins with current members and eligible employees	January 13, 2022
First date to begin entering new plan year enrollments in the client portal or sending in new enrollment files	January 15, 2022
Deadline for enrollments to be loaded for debit card delivery for the first day of the new plan year <i>(if applicable)</i>	Week of February 1, 2022
Order Form & Funding Profile Due Date <i>(if applicable)</i>	February 1, 2022
Mailing of new healthcare debit cards ¹ and QuickStart Guides	Mid-February 2022 (Approximately 10-15 days after your enrollments are processed)
Go Live Date!	March 1, 2022
First funding invoice	March 5, 2022
First monthly administration service fee invoice	March 23, 2022
Carryover of remaining FSA funds <i>(only applies if you offer the carryover option)</i>	Approximately 45 days following your run-out period.

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