

FSA Key Milestone – May 2022

Key Milestones	Dates
Current eligible employee demographics loaded into new platform	March 12, 2022
Recommended communication begins with current members and eligible employees	March 13, 2022
First date to begin entering new plan year enrollments in the client portal or sending in new enrollment files	March 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 April 1, 2022
Order Form & Funding Profile Due Date (<i>if applicable</i>)	April 1, 2022
Mailing of new healthcare debit cards ¹ and QuickStart Guides	Mid-April 2022 (Approximately 10-15 days after your enrollments are processed)
Go Live Date!	May 1, 2022
First funding invoice	May 5, 2022
First monthly administration service fee invoice	May 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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