

Steps to update your FlexComp Annual Contribution Election

To be eligible to update your Flexible Spending Account (FSA) annual election, you must experience a [qualifying event](#) as defined by the Internal Revenue Service (IRS). Additionally, any application to change your annual election amount must be received by NDPERS within 31 days of the event.

REMEMBER: if you've already contributed throughout the year, you must take your year-to-date payroll deduction into account when selecting your new annual contribution.

Let's examine a Dependent Care FSA example.

The member elected a \$5,000 annual contribution for the current year but wishes to discontinue the contribution moving forward after experiencing a qualifying event.

First. Determine the amount you have contributed year-to-date by reviewing your most recent paycheck.

BEFORE-TAX DEDUCTIONS		
Description	Current	YTD
PERS Companion Plan 457		
NDPERS Vision Plan - Flex		
State Retirement Plan		
PERS Companion Plan 457		
FSA - Medical Spending Acct	41.67	166.68
Flex Supplemental Life		
FSA - Dependent Care Acct	416.67	1,666.68

Second. Log into Member Self Service (MSS) and select FlexComp under NDPERS Plans.

Benefit Plans that you are enrolled in

Plan Name	Status	Request Status	Plan Details	Plan Highlights
Main Retirement	Enrolled		Learn More	Video
Deferred Compensation	Enrolled		Learn More	Video
Health Insurance	Enrolled		Learn More	Video
Vision Insurance	Enrolled		Learn More	Video
Life Insurance	Enrolled		Learn More	Video
Employee Assistance Program	Enrolled		Learn More	Video
FlexComp	Enrolled		Learn More	Video

Third. On the next screen, click the Update your enrollment button.

Update your enrollment

Fourth. Use the dropdown to choose "Qualified Change In Status" and select the applicable change reason.

Fifth. Enter your new elected **annual contribution**.

In the example, the member wants to discontinue the contribution but has already contributed \$1,666.68 year-to-date. Therefore, the member will enter this amount as the new annual contribution. This will ensure all deductions are stopped prospectively.

	Year-to-Date Contribution	Annual Contribution
Current Annual Contribution	\$1,666.68	\$5,000.00
New Annual Contribution	\$1,666.68	\$1,666.68