

**FSADirect ENROLLMENT FORM**  
PLEASE PRINT CLEARLY. USE ALL CAPITAL LETTERS.

---

**GENERAL INFORMATION**

---

Group:  Plan ID:

ID#

Name Last  First

Address

City  State  Zip  -

Phone (  ) -  -  E-Mail

Pay Frequency     Weekly     Bi-Weekly     Semi-Monthly     Monthly    Effective Date

All enrollment elections made on this form are effective for the plan year beginning \_\_\_/\_\_\_/\_\_\_ and ending \_\_\_/\_\_\_/\_\_\_ . No changes can be made to these elections once the plan year has begun unless you experience a family status change event. See your enrollment booklet for a list of these events. **Return the completed form to your Human Resources department.**

---

**MEDICAL SPENDING ACCOUNT INFORMATION**

---

Minimum Annual Contribution:       Maximum Annual Contribution:

In the spaces provided below, indicate the amount you wish to contribute to the Medical Spending Account for the year and the amount to be deducted from each paycheck. Note: If your annual election does not equal your paycheck deduction multiplied by the number of payperiods left in the plan year, then your paycheck deduction amount will be adjusted accordingly.

Your Annual Election:       Your Paycheck Deduction:

---

**DEPENDENT CARE SPENDING ACCOUNT INFORMATION**

---

Minimum Annual Contribution:       Maximum Annual Contribution:

In the spaces provided below, indicate the amount you wish to contribute to the Dependent Care Spending Account for the year and the amount to be deducted from each paycheck. Note: If your annual election does not equal your paycheck deduction multiplied by the number of payperiods left in the plan year, then your paycheck deduction amount will be adjusted accordingly.

Your Annual Election:       Your Paycheck Deduction:

---

**INSURANCE PREMIUM INFORMATION**

---

In the spaces provided below, indicate the amount to be withheld from your paycheck for each listed insurance plan. If you are not participating in a plan, enter zero as your deduction amount for that plan. Lines labeled "Not Applicable" should be left blank.

---

**PAYROLL AUTHORIZATION**

---

I have read The Summary Plan Description provided by the above mentioned employer and hereby choose to participate as shown above. I agree to a per pay period reduction during the plan year referenced above for the amounts indicated. I understand that this election is binding for the plan year and that changes are only permitted in case of a change in family status or spouse's employment.

Employee Signature (Void if not signed)

Date