



**HOUSE STAFF
HEALTH CARE FLEXIBLE SPENDING ACCOUNT
Enrollment Form for Plan Year 2022
Open Enrollment, Life Events, and New Hires**

INSTRUCTIONS

- PLEASE PRINT
- Sign and date your enrollment form
- You may fax this form to Student Benefits Desk, Registrar’s Office, School of Medicine at 410-955-0826 or scan and email it to sombenefits@jh.edu.

SECTION 1 – PERSONAL INFORMATION

NAME _____

SOCIAL SECURITY NUMBER (last four digits only) XXX-XX-_____

STREET ADDRESS _____ APT. # _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE _____

SECTION 2 – The maximum contribution is \$2,750 effective January 1, 2022.

Eligibility Status	Effective Date of Eligibility
_____ Open Enrollment.....	effective January 1, 2022
_____ New Full-time House Staff	effective the date of appointment
_____ Life Event (marriage, birth of child, etc.) DATE of EVENT: _____	effective date of the life event.

The total dollar amount I wish to place in this account for the plan year from effective date of eligibility to December 31, 2022 is \$_____. (Plan year ends December 31. Re-enrollment for following calendar year required.)

SECTION 3 – AUTHORIZATION

I understand that by signing and submitting this form, I authorize a salary reduction based on my election above. My election cannot be changed during the plan year, unless I experience an eligible Qualified Life Event. I further understand that this form must be signed and dated prior to my plan effective date to be eligible to participate in this plan year. My health care expenses will meet the criteria described in the HCFSA enrollment materials provide to me. Any unused amount greater than \$550 remaining in my account at the end of the plan year will be forfeited. However, I will have until April 30th after the end of the plan year to submit receipts for reimbursement for services incurred during the plan year or employment period.

Print your name: _____
LAST NAME
FIRST NAME

Your Signature _____ Date _____

SECTION 4 (OFFICE USE ONLY)

Effective Date _____ Date Processed _____