

March 2, 2012

**MEMORANDUM #018-12HR**

**TO:** Agency Administrators

**FROM:** Bobbie Chappell, Director of Human Resources

**VIA:** Rip Colvin, Executive Director

**RE:** 2011 Medical Reimbursement Account – Important Deadlines

Please remind your employees of these important flexible spending account deadlines.

**Grace Period**

The grace period for medical, limited purpose medical and dependent care reimbursement accounts ends **Thursday, March 15, 2012**.

This is the last day you can receive services or purchase eligible products and have the claim apply to your 2011 reimbursement account. Claims dated after March 15 will be applied to your 2012 account, if applicable.

**Claims Filing Deadline**

The **filing deadline for all claims is Monday, April 16, 2012**.

All claims must be postmarked by this date to be considered for reimbursement. This includes required documentation for any outstanding *myMRA* card transactions.

You can submit your claims and documentation one of three ways:

- Scan and submit online through [People First](#). Click *FSA Information* on your home page, then *Online Claim Submission*. Follow the directions and submission requirements; or
- Fax documents toll-free to (888) 800-5217 or (850) 425-4608 (Tallahassee); or
- Mail documents to:

People First Service Center  
PO Box 1800  
Tallahassee, FL 32302-1800

**Use it or lose it!**

Flexible spending accounts are a great way to fund medical and dependent care expenses with pretax dollars, but if you don't use services and submit your claims by the deadlines, you lose the benefit of these accounts—and the money (see [Section 125 of the IRS Tax Code](#)).

**IMPORTANT MESSAGE**  
**BEGINNING TUESDAY FEBRUARY 21, 2012 MY NEW EMAIL ADDRESS WILL BE**  
**[bobbie.chappell@jac.myflorida.com](mailto:bobbie.chappell@jac.myflorida.com)**

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