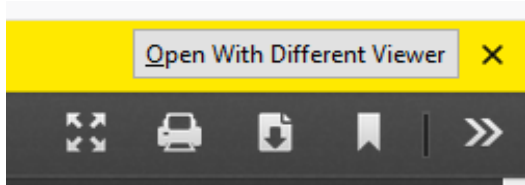


HOW TO MAKE MID-YEAR DEPENDENT CARE FSA CHANGES:

1. Complete the [FSA enrollment/contribution form](#) and return to dsullivan@wittenberg.edu.
2. The form is PDF fillable. If it doesn't immediately open as fillable, click "Open With Different Viewer" in the top right corner:



3. For **Plan Effective Date** put **4/1/2020** or later date when you want changes to be effective.
4. **IMPORTANT:** The form asks for your "annual" election (because this is the same form used during Annual Enrollment). **However, since we're already at mid-year please put your PER PAY ELECTION instead.** For example, if you are on the monthly payroll & want \$100 per pay for the next 9 pays put \$100/pay. If you are on the bi-weekly pay and want \$50/pay for the next 18 pays put \$50/pay. If you are stopping your contributions put \$0.00/pay. You may change your election again in the coming months.
5. After making your changes, **"SAVE-AS"** something else and **return to dsullivan@wittenberg.edu as an email attachment.** Your email will serve as your signature.
 - o **Note:** The March payroll has already been processed so the soonest changes can be implemented will be April. Please see the [2020 Payroll Schedule](#) for cutoff dates.