



## Automated System Emails: Balance Reminders

### FSA and Dependent Care FSA

The following fields will be pulled in to your employee's emails based on each client's plan design.

#### Field key

- **[[member\_fname]]** – Member's First Name from Benefitsolver
- **[[Accounts.1.inCurend]]** – Last date to spend FSA funds
- **[[Accounts.1.availablebalance]]** – Available balance in account as of send date
- **[[Accounts.1.effDate - Accounts.1.inCurend]]** - Plan year effective date (beginning) – Last date to spend FSA funds
- **[[Accounts.1.runoutdate]]** – Last day to submit claims for reimbursement

## Healthcare FSA Emails: Email 1 & 2

*Runout only – no grace or  
carryover*

“Do not forget to use your  
healthcare FSA funds”



Dear [[member\_fname]],

You are receiving this message on behalf of your company benefits program.

Thank you for being part of our MyChoice® Accounts Healthcare Flexible Spending Account (HCFSAs). Hopefully, you've found it a valuable tool for setting aside your pre-tax funds and you have it to cover your out-of-pocket healthcare expenses this year.

This is a reminder that you must spend down your balance by **[[Accounts.1.inCurend]]** at midnight, or forfeit these pre-tax dollars.

**Currently, your HCFSAs balance is [[Accounts.1.availablebalance]].**

Don't worry! You still have time to use HCFSAs funds. Using your MyChoice Accounts debit card is the easiest way to pay.

### Ways to spend down your HCFSAs:

- **Spend.** HCFSAs dollars can be used to cover [eligible medical services and items](#). Do you need prescription glasses or contacts, a dental procedure, or cleaning before the end of the year? Use your MyChoice Accounts debit card to pay for these expenses.
- **Stock up.** We've partnered with the FSA store to make stocking up on essentials, such as over-the-counter treatments and personal care products, easy for you. Visit the FSA [Store](#) to check out hundreds of other eligible items. Purchases must be made by **[[Accounts.1.inCurend]]**.
- **Submit claims.** If you have paid out-of-pocket between **[[Accounts.1.effDate]]** - **[[Accounts.1.inCurend]]** for any eligible items or services, you can submit your receipts for reimbursement. Claims must be submitted no later than **[[Accounts.1.runoutdate]]**. Your deadline is also displayed on your account dashboard via the link below.

Thank you again for being a MyChoice Accounts member.

[Go To MyChoice Accounts](#)

**Deadline?  
We've got you.**

Make the most of them with **\$5 off.**  
Use code: **DEADLINE5**  
One use per customer.  
Offer exp. 12/31/2025 at 11:59 pm HST.

A box of Zyrtec and a box of Zyrtec Lozenges are shown. The Zyrtec box is green and white, and the Zyrtec Lozenges box is red and white.

**FSA store®**

**Shop Now**

Contact your administrator or HR department  
to find out when your FSA deadline is.

## Healthcare FSA:

### Runout only

#### Email #3

(~20-25 days before  
claims submission  
runout date if no grace  
period)

"Do not forget to claim  
your Healthcare FSA  
funds"

mychoice<sup>™</sup>  
Accounts



Dear [[member\_fname]],

We're reaching out on behalf of your company benefits program to say thank you for being a part of our MyChoice® Accounts Healthcare Flexible Spending Account (HCFSAs) this year. We hope you've found it to be a helpful tool for setting aside your pre-tax funds and covering those out-of-pocket healthcare expenses.

#### Take Action Before the Runout Deadline

All eligible expenses incurred from [[Accounts.1.effDate]] -

[[Accounts.1.inCurend]] must be claimed by [[Accounts.1.runoutdate]].

Your current HCFSAs balance is [[Accounts.1.availablebalance]], so don't miss out!

If you've paid out-of-pocket for any eligible items or services during this period, submit your receipts for reimbursement before the deadline. It's quick and easy just make sure your claims are in by [[Accounts.1.runoutdate]].

Need a reminder? You can find your deadline on your account dashboard through the link below.

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**Shop Now**

Contact your administrator or HR department  
to find out when your FSA deadline is.

**Healthcare FSA:  
Emails 1 – 2  
(both before plan year end  
date)**

*Carryover*

*No email 3 after plan year end date, as there is no longer any opportunity to submit prior year claims or continue to spend prior year funds.*

“Do not forget to claim your remaining Healthcare FSA funds”

**mychoice**<sup>™</sup>  
Accounts



Dear [[member\_fname]],

We just wanted to drop you a quick note from your company benefits program to say thanks for being part of our MyChoice® Accounts Healthcare Flexible Spending Account (HCFSAs) this year. We hope it's been a handy way to set aside pre-tax funds for your healthcare expenses!

**Quick reminder -**

Your HCFSAs balance needs to stay below the carryover limit shown on your MyChoice Accounts dashboard, as any funds over the limit will be forfeited. Right now, your HCFSAs balance is **[[Accounts.1.availablebalance]]**, so let's put it to good use.

**Submit claims:** If you've paid out-of-pocket for eligible items or services between **[[Accounts.1.effDate]]** - **[[Accounts.1.inCurend]]**, don't forget to submit those receipts for reimbursement! Just make sure to get your claims in by **[[Accounts.1.runoutdate]]**. You can find your deadline on your account dashboard through the link below.

Thank you again for being a MyChoice Accounts member.

[Go To MyChoice Accounts](#)

**Deadline?  
We've got you.**

Make the most of them with **\$5 off.**

Use code: **DEADLINES**

One use per customer.  
Offer exp. 12/31/2025 at 11:59 pm HST.



 **FSAstore**®

[Shop Now](#)

Contact your administrator or HR department to find out when your FSA deadline is.

## Healthcare FSA:

### Grace Period

“Do not forget to use your remaining Healthcare FSA Funds”



Dear [[member\_fname]],

You are receiving this message on behalf of your company benefits program.

Thank you for being part of our MyChoice® Accounts Healthcare Flexible Spending Account (HCFSAs). Hopefully, you've found it a valuable tool for setting aside your pre-tax funds and you have it to cover your out-of-pocket healthcare expenses this year.

This is a reminder that you must spend down your balance by **[[Accounts.1.inCurend]]** at midnight, or forfeit these pre-tax dollars.

**Currently, your HCFSAs balance is [[Accounts.1.availablebalance]].**

Don't worry! You still have time to use HCFSAs funds. Using your MyChoice Accounts debit card is the easiest way to pay.

#### Ways to spend down your HCFSAs:

- **Spend.** HCFSAs dollars can be used to cover [eligible medical services and items](#). Do you need prescription glasses or contacts, a dental procedure, or cleaning before the end of the year? Use your MyChoice Accounts debit card to pay for these expenses.
- **Stock up.** We've partnered with the FSA store to make stocking up on essentials, such as over-the-counter treatments and personal care products, easy for you. Visit the FSA [Store](#) to check out hundreds of other eligible items. Purchases must be made by **[[Accounts.1.inCurend]]**.
- **Submit claims.** If you have paid out-of-pocket between **[[Accounts.1.effDate]]** - **[[Accounts.1.inCurend]]** for any eligible items or services, you can submit your receipts for reimbursement. Claims must be submitted no later than **[[Accounts.1.runoutdate]]**. Your deadline is also displayed on your account dashboard via the link below.

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Go To MyChoice Accounts



**Deadline?  
We've got you.**

Make the most of them with **\$5 off.**  
Use code: **DEADLINE5**  
One use per customer.  
Offer exp. 12/31/2025 at 11:59 pm HST.

The image shows the FSA store logo, which consists of a green checkmark icon followed by the text "FSA store". Below the logo is a green button with the text "Shop Now". To the left of the logo are images of various over-the-counter products, including boxes of Tylenol, Advil, and Zyrtec.

Contact your administrator or HR department  
to find out when your FSA deadline is.

## Dependent Care FSA



Dear [[member\_fname]],

We're reaching out on behalf of your company benefits program to say thank you for being part of our MyChoice® Accounts Dependent Care Flexible Spending Account (DCFSA) this year. We hope it has been helpful for managing your dependent care expenses.

**Quick reminder:** You need to spend your balance by **[[Accounts.1.inCurend]]** at midnight, or those pre-tax dollars will disappear. Right now, your DCFSA balance is **[[Accounts.1.availablebalance]]**, so let's make sure to put it to good use.

**No worries you still have time to use those DCFSA funds!** Here are some ways to use those dollars:

- DCFSA dollars can be used towards eligible dependent care expenses, such as licensed day care providers, day camps (summer and holiday), late fees, and private sitters to name a few. Review a full list of [eligible and ineligible expenses](#).
- **Submit claims:** If you've paid out-of-pocket for any eligible services between **[[Accounts.1.effDate]]** - **[[Accounts.1.inCurend]]**, it's important that you submit those receipts for reimbursement! **Remember, all claims must be submitted by [[Accounts.1.runoutdate]]** to ensure you receive your reimbursement. You can find this important deadline on your account dashboard through the link below. Don't miss out!

Thank you again for being a MyChoice Accounts member.

[Go To MyChoice Accounts](#)