



STERLING
ADMINISTRATION

YOUR FSA CLAIM SUBMISSION DEADLINE NOTICE

(California employers, see Cal Labor Code section 2810.7)

You are receiving this Notice because you enrolled in a Flexible Spending Account (FSA), Limited Purpose Flexible Spending Account (LPFSA - dental and vision only), and/or a Dependent Care Flexible Spending Account (DCFSA) plan through your employer for the year. These benefit plans have set claim filing deadlines to avoid forfeiture of employee current benefit plan contributions to the plan. Any contribution balances remaining in a FSA, LPFSA, or DCFSA account that cannot be rolled over to the subsequent plan year by the claim filing deadline **will be forfeited to the plan per IRS rules.**

Below are the claim filing deadlines for your FSA/LPFSA/DCFSA plan(s) if actively employed through the end of the plan year or you terminate employment mid-year.

You have until the end of the Run Out period outlined below to submit claims for the plan year ending: _____

Grace Period End Date (if applicable): _____

Run Out Period End Date: _____

Terminated Employee Claim Submission Deadline: _____

HOW DO I SUBMIT MY CLAIMS?

You can submit your claims online by scanning or attaching a screen shot of your documents with your online claim form and submit to Sterling Administration. For more instructions on how to submit your claim online, please visit <https://youtu.be/A8zEeCX-cG4>

Participant login: <https://www.sterlinghsa.com/Accounts/Login/>

CALIFORNIA EMPLOYERS: This notification documents your plan's compliance with California Labor Code section 2810.7, which requires employers with FSA participants residing in the state of California to notify those participants of the deadline to file FSA claims for plan years ending after January 1, 2020. Notice must be provided in two different forms, one of which may be electronic.