

How to Complete your Flexible Spending Account (FSA) Enrollment Form

Instructions for the 2027 Flexible Spending Account enrollment form for Medical, Dependent Care, and Commuter Reimbursement.

Please complete this form electronically.

This Form is for the plan year July 1, 2026 through June 30, 2027.

To Participate in that time period, you must complete a form.

Here are step by step instructions on how to complete the form:

1. At the top complete the fillable fields with all of your **personal information**.
2. In the second section you will **elect what benefit(s) you are enrolling in for 2027**.
 - a. **For each benefit you elect**, enter the **yearly amount** you wish to contribute for July 2026 through June 2027, by **putting the total contribution in the box labeled "Annual Contribution"** and the form will calculate the Pay Period amount. HR Needs a yearly amount in there, please and thank you kindly.
3. In the third section, **if you have Dependents** on your plan enter their information in the **Dependent(s) Information** section.
4. Lastly, **Sign and Date** the form, **Save As** using **your name**, and **Email to Human Resources, human_resources@rwu.edu, no later than June 22nd**.
 - a. **Please note that a "signature" can be your named typed in there and you SAVE AS and send it in digitally. HR would very much prefer a digital form. There's no need to get fancy and/or make more work for yourself by printing it and scanning it. Thanks!!!**

**PLEASE SUBMIT YOUR FORM
to: human_resources@rwu.edu**

- **Your debit card is valid for 3 years, but you still need to enroll each year.**
- **Please check the expiration date. Cards are issued automatically.**
 - **If your card expires and you don't receive a new one, email HR.**
 - **New cards are issued by July 1st so you should receive it mid-July at the latest.**