



Stanley J. Bahorek, Treasurer/CFO

Office of the Treasurer

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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

November 16, 2018

«First_Name» «Last_Name» (#«EEID»)

«Address_1»

«City», «State» «Zip»

RE: 2017 Flexible Spending Account

Dear «First_Name»,

During 2017 you made contributions and submitted claims to a Flexible Spending Account (FSA). Discovery Benefits (DB), the district's administrator of the FSA plan, has notified us that you submitted claims using your FSA debit card for which you did not provide documentation as requested by them and required by IRS rules. Discovery Benefits notified you several times of the plan and IRS requirement to provide documentation by no later than April 30, 2018. The plan year closed October 10, 2018 and you are no longer permitted to submit documentation.

As a result, you have unsubstantiated paid claims that now must be repaid to the FSA Plan (the district). Because your contributions were made via a payroll deduction on a pre-tax basis (you did not pay federal or state taxes on the deduction amount) you must repay these funds on an after-tax basis.

The amount of unsubstantiated claims is «**Letter_Amount**». Payment can be made online with a credit card or by check/money order.

To pay by check/money order:

Please mail your check payable to "Columbus City Schools" in the full amount no later than **March 31, 2019**.

Columbus City Schools
Attn: Treasurer's Office
270 E. State Street
Columbus, OH 43215

To pay by credit card (online):

Use the URL provided below to access the online portal where credit card payment can be made. You will need to provide your name, CCS ID # and amount due (provided above) in order to make payment.

<https://www.locallevelvents.com/events/details/4236>

I encourage you to review your 2017 claims to see which ones did not have the required documentation by visiting Discovery Benefit's website at:

<https://dbi.navigatorsuite.com/Login.aspx?ReturnUrl=%2f>

Instructions for accessing and reviewing your FSA account may be found at:

<https://www.ccsdh.us/Page/6093>

After reviewing your 2017 claims online, should you need further assistance identifying your undocumented claims, please contact DB's Participant Services at 866-451-3399. If you call, be sure to tell the representative that you are a former Columbus City Schools employee and that you are calling about your 2017 undocumented claims.

Please understand we are taking this action in compliance with IRS regulation governing the operation of Flexible Spending Accounts. Failure to follow these regulations could jeopardize the tax status of the district's plan.

To avoid additional recovery efforts please issue payment as requested as soon as possible but no later than the date specified above.

Sincerely,



Stanley J. Bahorek