Stopping Contributions

If you would like to stop contributing to your UT FLEX account(s) please complete the following no later than July 1, 2020:

1. Download an Enrollment/Change Application
2. Complete Section A – Employee Information
3. Complete Section B – Enrollment Information
   a. Check the box next to Change in Status
   b. Select a Reason of Other, and then type or write COVID-19 Related Change to UT FLEX
   c. Enter an Effective Date of June 1, 2020
   d. Enter a Coverage Effective Date of June 1, 2020
4. Complete Section C – Coverage Elections
   a. Scroll to the UT Flex Flexible Spending Accounts (FSA) section
   b. Check the box next to No Enrollment in the Dependent Day Care FSA, and/or check the box next to No Enrollment in the Healthcare FSA
      i. Benefits will verify that the amount you have already contributed is not less than the amount that has already been claimed/reimbursed by the plan. If it is, then you will have to continue your contributions up to that amount.
      ii. To view your current claims/reimbursements, please log into the Maestro website.
      iii. Changes will be retroactive to June 1, so any necessary refunds will be included on your August paycheck.
   c. Leave the remainder of Section C (medical, dental, etc.) blank
5. Skip Section D
6. Complete Section E – Authorization, Acknowledgement, and TPP Declaration
7. Submit the completed form to the Human Resources Service Center at hrsc@austin.utexas.edu. Please use UT Flex Change of Status as the subject of your email.