Decrease Annual Election

If you would like to decrease the amount contributed to your UT FLEX account(s) for the remainder of the 2019-2020 plan year, 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 UT FLEX Change – COVID-19
   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 Yearly Deduction of $, and enter an amount for the plan(s) you would like to decrease your contribution to
      i. Benefits will verify that your new election is not less than the amount you have already contributed, or the amount that has already been claimed/reimbursed by the plan, whichever is higher
      ii. To view your current annual election, please log into My UT Benefits.
      iii. To view your current claims/reimbursements, please log into the Maestro website
      iv. Changes will be reflected on your August and September paychecks
   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.