

State of Michigan  
Civil Service Commission  
**EMPLOYEE BENEFITS DIVISION**  
400 South Pine Street, P.O. Box 30002  
Lansing, Michigan 48909  
(517) 373-7977 or (800) 505-5011  
TDD (517) 241-8046

**Mid-Year Enrollment Basis**

- New Employee**  
 **Return to Work**  
 **Life Event Change** (please supply supporting documentation)

**DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT  
MIDYEAR ENROLLMENT FORM**

**Instructions:** Complete this form to enroll in the Dependent Care Flexible Spending Account for the current calendar year. Sign and date the form, retain a copy for your records, and mail to the above address or fax to (517) 373-3174. Dependents are defined as children 12 years old or younger, and/or an incapacitated child or adult. **Midyear enrollment must occur within 30 days of the qualifying event; e.g., new hire, change in status, and be submitted with supporting documentation.**

EMPLOYEE INFORMATION				
PLEASE PRINT OR TYPE				
Name			Effective Date (Civil Service Use Only)	
Home Address			Work Phone Ext.	
City	State	Zip Code	Home Phone	
Employee ID Number				
AUTHORIZED DEDUCTIONS				
Calculate only the amount needed to cover your <b>day care expenses</b> for services provided beginning with the effective date of this enrollment through December 31.				
Biweekly Amount \$	Times X	Pay Periods (1 to 26)	Equals =	Annual Amount \$
The biweekly deduction amount times the number of pay periods cannot exceed an annual amount as defined in the State of Michigan Plan Booklet located at <a href="http://www.michigan.gov/mdcs">www.michigan.gov/mdcs</a> . Choose 'Employee Benefits' from the left menu, then select 'Flexible Spending'.				
I authorize the State of Michigan to reduce my gross biweekly salary in the amount specified. I understand I am making a binding election for the entire plan year and authorize the State of Michigan to adjust my pay accordingly.				
I certify that I have read the rules governing contributions and reimbursements as described in the Flexible Spending Account Booklet and I understand:				
<ol style="list-style-type: none"> <li>1) I will only use my Spending Account to pay for IRS-qualified expenses and only for my IRS-eligible dependents.</li> <li>2) I will not seek reimbursement through any other source.</li> <li>3) I will collect and maintain sufficient documentation to validate the foregoing.</li> <li>4) That any amounts remaining in my Spending Account after timely claims have been submitted must be forfeited.</li> <li>5) That it is my responsibility to make sure that the deduction specified on this enrollment form is accurate.</li> <li>6) That my biweekly deduction may not be stopped or changed during the year except in the case of an IRS-approved change in status.</li> <li>7) The information provided on this form is true and complete.</li> </ol>				
I agree and understand that any misstatement or falsification of material facts will result in my removal from the Spending Account, may cause an IRS and/or state audit with possible additional tax, interest, and penalties; which may result in civil and/or criminal prosecution; and may jeopardize my employment status with the State of Michigan.				
Employee's Signature			Date	