

THE BLADE DEPENDENT CARE ENROLLMENT FORM

Employee Name: _____

Department: _____

Reason for submitting form: (check one only)

- Open Enrollment Newly-Hired Employee
 Change in Family Status (Describe)

Eligibility: (both must apply to qualify)

- I am an eligible employee
 I am paying for care of at least one of the following individuals to enable myself to work:
- a child under the age of 13
 - a dependent who is mentally or physically unable to care for self

SETTING UP YOUR DEPENDENT CARE SPENDING ACCOUNT

1. Estimate your dependent care expenses for the upcoming program year. For example, review dependent care costs for the recent years and consider anticipated changes that may occur.
2. Enter total on the line below. Note: This total will be divided into equal amounts based on the number of pay periods during the program year. (52)

Total: \$ _____

CONTRIBUTION RESTRICTIONS:

- There is an annual limit of \$5,000 for pre-tax dependent care deductions which applies to single parents and married employees filing jointly.
- If you are married, and you and your spouse file separate income tax returns, your maximum deduction is \$2,500.
- If your spouse's employer offers a similar dependent care deduction benefit, your combined deductions cannot exceed \$5,000.
- At no time can your annual deduction exceed either your spouse's earnings if you are married, or more than half of your earnings.

NAMES OF DEPENDENT(S) FOR WHOM REIMBURSEMENT WILL BE REQUESTED:

1. Name: _____ Relationship: _____ DOB: _____

2. Name: _____ Relationship: _____ DOB: _____

3. Name: _____ Relationship: _____ DOB: _____

4. Name: _____ Relationship: _____ DOB: _____

I certify that the information above is true and accurate and I agree to notify the Payroll Department in writing of any changes which render the information set forth in this agreement untrue or inaccurate in any respect. By signing below, I also certify that I have read, understand and will abide by the provisions of this agreement.

SIGNATURE: _____ DATE: _____