

Important! You Can Suspend Dependent Care Flexible Spending Account (FSA) Contributions

If your dependent care arrangements changed due to COVID-19 (e.g., daycare closures, change in your work hours), you have the option to reduce or temporarily suspend your Dependent Care FSA payroll contributions.

You must elect this change within 30 days of the event.

Effective Date of your Contribution Change

The cancellation or change to your account would be effective the first of the month following the change. For example, if your circumstances changed on March 10, you have until April 9 to reduce or temporarily suspend your Dependent Care FSA contributions effective April 1.

A few reminders:

- Only dependent care charges incurred that allow both you and your spouse to work, seek employment, or go to school fulltime are considered as eligible expenses under the Dependent Care FSA.
- Fees charged by the dependent care provider or facility to “save” or “hold” your spot are not considered as eligible expenses under the Dependent Care FSA.
- You are not able to make changes to funds that have already been contributed to your Dependent Care FSA.
- You may reduce your Dependent Care FSA payroll contributions or cancel future contributions completely.

You will be responsible for making future updates to your contribution amount if your dependent care expenses resume or change.

[Click here to review a summary of eligible Dependent Care FSA expenses.](#) Keep in mind that you may use Dependent Care FSA contributions to pay for babysitting by your relative who is not a tax dependent. Please consult a tax advisor for more detail and reference the IRS site at <https://www.irs.gov/faqs/childcare-credit-other-credits/child-and-dependent-care-credit-flexible-benefit-plans>.

Instructions to Change Your Future Payroll Contributions:

Log into www.mercermarketplace.com/roberthalf

1. Click Change Current Benefits>New Life Event
2. Select the reason for change as “Day care change” and enter the effective date of the change
3. Click “Edit Contribution” under Dependent Care.

You can suspend or reduce your contributions or if you want to reduce your contributions skip to step 5.

4. To suspend your contributions (\$0 payroll deductions going forward):

- Follow prompts on screen to change your annual contribution amount. The minimum amount you may enter is \$60.00, so enter \$60.00.

A systematic alert will give you the minimum annual contribution that should be entered. This is because the entry amount must reflect your annual contribution and it takes into account contributions you have already made through payroll deductions. Enter that amount and Click "Next" then make sure your per pay period amount shows "\$0.00.

5. To reduce your contributions:

- Follow prompts on screen to change your annual contribution amount.
- A systematic alert may give you the minimum annual amount you need to enter. That amount is what you have already contributed through payroll deductions. Do the math to add how much more you would like to contribute for the year and enter that total annual amount then click "Next.
- Make sure your per pay period amount shows your desired per pay period contribution amount beginning on the effective date (as described above).

6. **Don't forget to click "Save Changes."**

Please contact Mercer Marketplace 365 with any questions at 1-855-879-6739 between 4 am to 6 pm PT, Monday through Friday.

Sincerely,

Mercer Marketplace 365