

Flexible Benefit Plan
Health Care Flexible Spending Account (FSA) Agreement Form
January 1, 2012 to December 31, 2012

Whereas, _____ Church through the Evangelical Congregational Church Benefits Corporation provides a comprehensive program of benefits for its pastors

Whereas, _____ Church wishes to establish a Health Care Flexible Spending Account (FSA) to allow reimbursement for eligible medical expenses, related to expenses not covered, such as deductibles, co-insurance and non-covered amounts as explained in the Flexible Benefits Plan-Summary Plan Description as administered by the E.C. Church Benefits Corporation.

Resolved, that _____ Church establishes a Health Care Flexible Spending Account (FSA) effective _____, 20____ for the benefit of our pastor [working at least 25 hours or more per week] and his dependents (pastor's spouse and minor children) under Section 105b, (e) of the Internal Revenue Code;

Resolved, that the Flexible Spending Account shall be maintained for the pastor from which covered expenses (as defined in Section 213 of the Internal Revenue Code) for the pastor or his dependents shall be reimbursed.

Resolved, _____ Church shall contribute \$500 to the pastor's Flexible Spending Account as approved by National Conference (NC Rule 1002.7).

Resolved, that Rev. _____ has established an amount of \$_____ (minimum \$100) to be contributed to this Flexible Spending Account as a payroll reduction from his cash salary. The maximum combined contribution between the pastor and church shall not exceed \$4000.

Resolved, that the church contribution to the FSA shall be the first monies disbursed as reimbursement each year.

Resolved, that there shall be only one salary reduction election by the pastor each year. This election may be changed during the year only if your 'change in status' meets the criteria as outlined in the Summary Plan Description.

Resolved, that the submission of medical expenses must be in a form and sufficient detail to meet the requirements of the Church and the Internal Revenue Service. If the pastor has been enrolled in the Plan for the full Plan year, expenses may be submitted until March 31 for expenses incurred in the previous calendar year. At that time, any balance remaining in the pastor's account from either the church's or the pastor's contribution as of the end of that calendar year, for which those expenses were submitted, shall be forfeited by the pastor and the church. These funds shall be remitted to the Plan Administrator, EC Church Benefits Corporation as per IRS Code Section 125.

Resolved, that the plan shall be administered in a nondiscriminatory manner and shall remain in effect until modified or terminated by a later resolution.

Motion made by _____ and seconded by _____ and passed to adopt the above resolution.

Signed: _____
Name and Church Position/Title

Pastor

Date: _____

Please send a copy of this form to: Mr. David King at the address above, along with the other Pastor's Compensation Forms as soon as the salary package has been set and no later than Jan. 16.