

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.