

Stopping Contributions

If you would like to stop contributing to your UT FLEX account(s) 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 *COVID-19 Related Change to UT FLEX*
 - 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 *No Enrollment in the Dependent Day Care FSA*, and/or check the box next to *No Enrollment in the Healthcare FSA*
 - i. Benefits will verify that the amount you have already contributed is not less than the amount that has already been claimed/reimbursed by the plan. If it is, then you will have to continue your contributions up to that amount.
 - ii. To view your current claims/reimbursements, please log into the [Maestro](#) website.
 - iii. Changes will be retroactive to June 1, so any necessary refunds will be included on your August paycheck.
 - 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.