

### Want to send an FSA reminder to your employees?

Here's the step-by-step for helping to keep them in the know:

1. Identify which employees you've determined need this notification and gather their respective addresses.
2. Fill in the suggested copy we've included here with their plan deadline date and the appropriate call to action.
3. Send the communication.

### Letter

[headline, if applicable]

Now's a good time to check your flexible spending account balance.

[body copy]

Dear <MemberFirstName>,

Your flexible spending account (FSA) is a good way to help manage your health care costs. With it, you can save and use pretax dollars to pay for medical and dependent care expenses throughout your plan year.

Check your balance at [myuhc.com](https://myuhc.com)<sup>®</sup> so you know what's left to spend before the end of your plan year. You have until <date> submit eligible claims.

[CTA]

To learn more, call the member number on your health plan ID card.