

Remember to Use Your Flexible Spending Account (FSA) Funds

Dear Flexible Spending Account Participant,

You are receiving this notice because you are currently enrolled in the Flexible Spending Account (FSA). As a reminder, your FSA funds must be used by the end of the plan year, **June 30, 2025 at 11:59 EST**. Per IRS regulations, FSAs are subject to the “**use it or lose it**” rule. This means any unused funds after June 30, 2025 will be forfeited and cannot be rolled over.

How to Manage Your FSA funds:

1. **Check Your Balance:** Log into your WEX Benefits account and review your FSA balance. [WEX Benefits login instructions >>](#)
2. **Explore Eligible Expenses**
 - a. [List of FSA Eligible Items>>](#)
 - b. [Shop the FSA Store>>](#)
3. **Submit Reimbursement Claims:** If you have incurred qualified medical expenses between July 1, 2024 and June 30, 2025, such as copays, lab fees, and prescriptions, you can submit receipts for reimbursement. The deadline for claim submission is **11:59 pm EST on September 30, 2025**. [Claim submission instructions >>](#)

Have questions?

- **General benefit questions:** AskHR@nu.edu
- **WEX Participant Services:** 866-451-3399 | [WEX Contact Form](#)

