

## Dependent Care Reimbursement Plan

### What is the Plan?

A Dependent Care Assistance Account is a pre-tax saving account that allows eligible employees to defer a portion of his/her salary to pay for qualified dependent care expenses including day care centers, nursery schools, etc.

### Why Enroll in the Plan?

The Plan provides you the option to pay for eligible dependent care expenses with pre-tax dollars. Employees reduce their taxable income by making contributions to the Plan. The tax savings can be significant, as you can opt to contribute up to \$5,000.00 annually for dependent care expenses. (\$2,500.00 if married and filing a separate tax return).

### Effective Date

The effective date for the Dependent Care Reimbursement for full-time contract employees is the first of the month following 30 days of employment.

Open Enrollment is an opportunity each year for full-time contract employees to join our Dependent Care Reimbursement Plan. Open enrollment is held each year in December with a January 1 effective date.

### Budget Carefully

It is important to determine the annual amount you will be contributing carefully, because you may only revoke or modify your contribution during the year if you experience a change in your family or employment status. In addition, any unclaimed balance in the account at year-end (March) will be forfeited! Eligible expenses can be reimbursed if they are incurred after your effective date and prior to the end of the calendar year. You may continue to submit claims for reimbursement up until March 31st of the calendar year.

### Determining your Weekly Deduction

The following steps should be followed in determining your weekly deduction amount:

Step	Action
1	Determine your annual day care expenses.
2	Decide how much to contribute based on what your annual dependent care expenses are (maximum is \$5,000). <ul style="list-style-type: none"> <li>• This amount is divided by the number of remaining pay periods in the year and withheld from your paycheck on a pre-tax basis.</li> <li>• The money is then deposited into a holding account.</li> </ul>

*Example: If you enroll for July 1 and wish to contribute \$1,000, the \$1,000 will be divided by the remaining 26 pay periods and a total of \$38.46 will be deducted each week from your paycheck on a pre-tax basis.*

**How to Enroll**

Please fill out the enrollment form and send to the address below. Once your enrollment is complete you will receive an Enrollment Welcome Kit which includes:

- a summary overview of the Plan
- a Summary Plan Description
- reimbursement forms
- conformation of your enrollment

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**Enrollment  
Deadline**

Enrollment forms must be returned to the Human Resources Department, TAC Worldwide Companies, 888 Washington Street, P.O. Box 9100, Dedham, MA, 02027-9100, no later than **two weeks from your hire date. If you choose not to sign up at your date of hire you will not be eligible to enroll until the next open enrollment period.**

*If you have any questions regarding this plan, please contact HR Benefits at TAC Worldwide Companies 1-800-588-0707*