

# Salary Redirection Agreement

Employer: C2 Portfolio, Inc.

Cafeteria Plan Year: 10/01/03 - 09/30/04

Social Security Number: \_\_\_\_\_ If new employee, indicate eligibility date: \_\_\_\_\_

NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Payroll Mode: ( ) Weekly ( ) Biweekly ( ) Semi-Monthly ( ) Monthly Date of 1<sup>st</sup> Deduction: \_\_\_\_\_

On a Separate benefit enrollment form(s), I have enrolled for certain insurance coverage(s) and understand that an amount equal to the total amount of premium and/or contribution for coverage(s) (including Medical and Dependent Care FSA plans) elected less any nonelective employer contribution allocable thereto will be withheld from my salary, continuing for each pay period until this agreement is amended or terminated. The amount of my required contribution is set forth on a schedule that has been provided to me. In the event of a rate change, I authorize a corresponding change in the amount deducted from my salary without signing a new Salary Redirection Agreement. If the rate change is brought on by the third-party carrier (insurance company), the premium increase or decrease can be deducted pre-tax. However, if this change is brought on by my employer, the increase must be deducted after-tax. I understand that my actual take-home pay may be higher or lower depending on the coverage I select. In addition, pre-tax contributions reduce my compensation for Social Security tax purposes; therefore, my Social Security benefits could be decreased. I elect to receive the following coverage(s) under the Flexible Benefits Plan as elected in the pre-tax column. Any previous election and Salary Redirection Agreement under the Flexible Benefits Plan relating to the same benefits as selected below are hereby revoked. My employer's deduction of premium/contribution amounts hereunder shall evidence acceptance of this Agreement.

Check the desired coverage(s) below:

	Pre-Tax	After-tax		Pre-Tax	After-tax
Medical Coverage	_____	_____	Vision Care Insurance	_____	_____
Dental Insurance	_____	_____	Supplemental Insurance	_____	_____

Complete the following elections only if participating in a Medical or Dependent Care FSA Plan:

Medical FSA plan: \$ \_\_\_\_\_ Annual Election

Dependent Care FSA plan: \$ \_\_\_\_\_ Annual Election

I understand and agree that (initial all):

INITIAL

On or after the first day of the plan year, I cannot change or revoke this Salary Redirection Agreement with respect to pre-tax premiums before the next anniversary date of the plan unless a "change in status" occurs (as defined under the Internal Revenue Code), and the change is caused by and consistent with the "change status." I understand that I cannot revoke any pre-tax election based on a Right to Examine provision as may be contained in any insurance plan or policy issued to me.

INITIAL

Execution of this Salary Redirection Agreement does not begin coverage under the component benefit plans or policies. New coverage will not become effective until the first day of the plan year. The terms and conditions and actual coverage effective date of the underlying coverage will be determined under the separate benefit plans or insurance policies. Prior to the anniversary date each year, I will be offered the opportunity to add, drop or change coverage for the following plan year. If I do not complete and return a new Salary Redirection Agreement form at that time, benefits plans or policies currently in effect will continue. Elections under the Medical and Dependent Care FSA plans will not continue without my completing and submitting a new Salary Redirection Agreement prior to the beginning of each plan year.

INITIAL

Paying for coverage on a pre-tax basis may cause insurance claim payments under health and medical coverage to be subject to federal and state taxes if claim payments (combining the total from all health and medical policies/plans) are in excess of medical expenses.

INITIAL

**FOR MEDICAL AND DEPENDENT CARE FSA PARTICIPANTS:** I verify that I have received a summary of the tax rules, operational guidelines and reimbursement procedures for use in Medical and Dependent Care FSA plans. I understand the plan document will control notwithstanding any contrary oral representation by any person. I understand that reimbursement will be available only for eligible expenses, and I agree to notify the employer if I receive reimbursement for an expense that does not qualify. I also agree, upon demand, to indemnify and reimburse the employer for any liability it may incur for failure to withhold taxes from any reimbursement I receive for non-qualified expenses, up to the amount of additional tax owed by me. Furthermore, I understand that any account surplus at the end of the year shall be retained by the employer to offset administrative expenses or future costs, and the obligation to make reimbursements is the responsibility of my employer and not any service provider hired by the employer to assist in processing claims.

WAIVER OF PRE-TAX PREMIUMS UNDER THE FLEXIBLE BENEFITS PLAN:

INITIAL

I certify that the features and benefits under the Flexible Benefits Plan have been explained to me completely. I elect to waive all pre-tax benefits under the plan, and understand that certain benefits may be elected on an after-tax basis. Except for a change in status, I understand that I cannot elect pre-tax benefits until the next anniversary date, and that any after-tax coverage shall be outside the plan.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please be advised that in order for you to get reimbursed on your next paycheck, your completed flexible spending reimbursement request along with the appropriate receipts should be submitted to your payroll specialist a minimum of 7 business days prior to the payroll date. For example, if your pay date is on a Friday, you need to provide the Flexible Spending Reimbursement Request and the receipts to the payroll specialist 7 business days prior to the pay date {Wednesday, Thursday, Friday, Monday, Tuesday, Wednesday, and Thursday}. If you submit your claim form after the 7-day deadline, your reimbursement will be included on the following paycheck.