

Personal Spending Account

Frequently Asked Questions - August 2023



1. What is a Personal Spending Account?

A Personal Spending Account is a spending account funded by your employer that you can use to pay for a range of personal wellness related expenses not covered by your group plan or provincial health plan. Expenses claimed under your Personal Spending Account are subject to income tax as outlined by the Canada Revenue Agency.

2. Do I have a Personal Spending Account?

To confirm if a Personal Spending Account is included in your plan, review your benefits booklet, sign into your plan member online claims account or contact us at 1-800-665-7076.

3. What is the balance of my Personal Spending Account?

Your employer determines the amount of contributions (money) deposited into your Personal Spending Account each year. To confirm your balance, sign into your plan member online claims account or contact us at 1-800-665-7076.

4. What is covered under a Personal Spending Account?

Following are examples of eligible coverage categories under a Personal Spending Account:

- Coordination of traditional benefits
- Educational and personal development
- Environmental household products
- Family care
- Fitness equipment
- Fitness/ sports fees
- Insurance premiums
- Non-Health professional services
- Transportation
- Wellness services

Please reference your benefits booklet to confirm if you are eligible for coverage under a Personal Spending Account, and what coverage categories are included under your plan.

5. Can I claim expenses for my spouse or dependents?

Yes, you can claim expenses incurred by you, your eligible spouse and eligible dependents.

6. How does a Personal Spending Account work?

At the beginning of each benefit year, your employer allocates a specific amount of contributions to your Personal Spending Account. You can use these contributions at your discretion to get reimbursement of your eligible expenses incurred during that benefit year. When you submit a claim, you will be reimbursed for eligible expenses up to the balance in your account. Expenses reimbursed under your Personal Spending Account are subject to income tax as outlined by the Canada Revenue Agency.

7. What is the benefit year?

A benefit year is a 12-month period that usually runs from January 1 to December 31. To confirm the benefit year that applies to your plan, please review your benefits booklet, or contact us at 1-800-665-7076

8. How do I submit claims?

You can submit your claim online through your plan member online claims account or by mail to:

The Wawanesa Life Insurance Company
P.O. Box 1699
Windsor, ON N9A 7G6

9. What is the claim submission period?

Claims must be received no later than 31 days following the benefit year. For example, claims incurred in the 2023 benefit year must be received by January 31, 2024.

10. Is a Personal Spending Account a taxable benefit?

Yes, expenses claimed under your personal spending account are subject to income tax as outlined by the Canada Revenue Agency.

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Frequently Asked Questions - August 2023 (cont'd)



11. What happens to unused contributions?

If the plan type selected by your employer is a “no rolling plan”, unused contributions will be forfeited at the end of the benefit year.

If the plan type selected by your employer is a “rolling contributions plan”, then unused contributions will be carried forward to the next benefit year. Any contributions carried forward can be used for eligible expenses incurred in the new benefit year.

To confirm your specific plan type, please review your benefits booklet, or contact us at 1-800-665-7076

12. What happens if I leave my Employer?

You will have 30 days from when you are no longer an active employee to submit claims for eligible expenses incurred prior to the date your active employment ends, provided that the personal spending account remains active. After 30 days any unused contributions will be forfeited.

13. Where can I get my benefits booklet?

You can access your current benefits booklet on Plan Member Online Claims, or by contacting your plan administrator.

14. Who do I contact if I have questions?

If you have questions about your Personal Spending Account you can contact a Customer Service Representative at 1-800-665-7076.

Please reach out if you have any further questions or require additional assistance.