



2025 Health Care Spending Account Participation Change Form

In the fall of each calendar year, you have the opportunity to change your participation in the Health Care Spending Account (HCSA) for the upcoming calendar year. The HCSA is provided for reimbursement of medical expenses as defined by Income Tax Regulations. Examples of eligible expenses for reimbursement include: premiums for other insurance programs, dental expenses, vision care expenses, drugs, hospital, supplies and many other items.

If you would like to change your participation, please indicate below and [return this form to Human Resources using ASK HR](#). If you do not return this form by **December 31, 2024** your current level of participation will continue.

Name:	ID:
-------	-----

I elect to change my Health Care Spending Account participation to:

- Family Coverage--\$2,000—Monthly Premium-\$180
- Single Coverage--\$1,000—Monthly Premium-\$90
- Waive Participation

Signature: _____

Date: _____

The participation level will be effective January 1, 2025, and will remain in effect for the duration of the calendar year. Please consult with your department to determine who will be responsible for payment of the monthly premium.

If you elected to participate in the HCSA plan in 2024, any 2024 expenses must be received by Sun Life no later than **March 31, 2025**, for reimbursement. If you don't use all of the credits allocated to your HCSA in the calendar year, the remaining credits will be carried forward and added to any credits for the following year. At the end of the second calendar year, tax laws require that any credits remaining from the previous calendar year's allocation be forfeited. For example, your remaining 2023 HCSA balance will be forfeited at December 31, 2024. You will have until **March 31, 2025**, for Sun Life Financial to receive any 2024 claims of which can be applied against your 2023 balance prior to it being forfeited. The plan administrator, Sun Life Financial, will keep track of the status of your HCSA credit balance. You can obtain your balance by logging into the Sun Life Financial website at www.mysunlife.ca or calling 1-800-361-6212.

If you have any questions regarding this benefit or any of your Western University benefit plans, please contact Human Resources at 519-661-2194 or by using [ASK HR](#).