



Flexible Spending Account (FSA) Payment and Reimbursement Options

You have from July 1st—September 15th, of the following year, to **incur or spend** your FSA funds (example: July 1st, 2025- September 15th, 2026). Any funds you spend during the plan year that needs reimbursement, must be **submitted** no later than December 15th of the following year to TriStar (example: funds for plan year 2025 must be submitted by December 15th, 2026).

The easiest way to pay claims is to pay them directly with your FSA Debit Card. However, any of the following ways can be utilized:

- **Debit Card:** With the TriStar debit card, you can pay at the point of purchase at pharmacies and many other authorized retailers and providers. If you are currently enrolled, save your card. Your new election amount will be added to your current card. If you are enrolling for the first time, a debit card will be sent to you automatically.
- **Direct Payment to Provider:** You can set up direct online payment to your provider, which can be extremely convenient and a real timesaver- especially with dependent day care in which the amount is due on a reoccurring basis, or such as a payment plan that is set up with a provider.
- **Mobile App:** Download the Tristar mobile app, “Mobile Summit”, on your cell phone. Register online at <http://tristar.summitfor.me> and then login to the new app using your online username, password, and TPA code (127). The Mobile App allows you to view your account funds and balances, recent transactions, and file a claim. Full mobile app instructions can be found on the Archdiocesan Benefits webpage by [clicking here](#).
- **Online:** Go online to <http://tristar.summitfor.me> and sign up for an account where you can then login to the account, click on the ‘Reimburse your benefit expenses online!’ button located in the middle of the screen, click ‘Add Transaction’, and follow the steps to enter the claim.
- **Mail, Email, or Fax:** You can complete an FSA Reimbursement Claim Form for either the Health FSA and/or the Dependent Care FSA and mail or fax the form to TriStar. Visit the Archdiocesan Benefits webpage by [clicking here](#), to find a copy of the claim forms.
 - TRISTAR Benefit Administrators 5820 S Eastern Ave Ste. 250, Las Vegas, NV 89119
 - Email: flex@tristargroup.net
 - Fax: 702-216-1623

If you pay out of pocket and then submit a claim for reimbursement, claims are reimbursed back to you by either method of your choosing:

- **Direct Deposit:** The amount of reimbursement is deposited into your personal bank account that is listed on record in your TriStar account. The Direct Deposit Form can be found on the Archdiocesan Benefits webpage by [clicking here](#).
- **Check:** A check for the amount of the reimbursement will be mailed to you at the address on file within your TriStar account.

Additional Helpful Resources:

- Contact TriStar for any username and password help at 800.456.4584, *option 4*.

- Visit the Archdiocesan Benefits webpage for additional information by [clicking here](#).