

December 31 flexible spending account deadline

Your Health.

For U.S.-payroll employees participating in Chevron's flexible spending account plans in 2016.

If you are enrolled in the Health Care Spending Account (HCSA), the Limited Purpose Health Care Spending Account (LHCSA)*, or the Dependent Day Care Spending Account (DCSA), remember that the end of the year is approaching. It's a good time to think about upcoming deadlines and useful information you might need regarding your HCSA/LHCSA and DCSA benefit.

- **December 31, 2016, is the last day to spend the funds** in your HCSA/LHCSA or DCSA accounts. Money left unspent will be forfeited. **June 30, 2017, is your last chance to submit claims** for reimbursement of eligible expenses incurred on or before December 31, 2016. Money left unspent or unclaimed in your account will be forfeited after June 30.
- **You can read about eligible expenses** under the [HCSA](#) or the [DCSA](#) in the summary plan descriptions. The LHCSA* may only be used to pay for eligible dental and vision expenses you incur between January 1, 2016 and December 31, 2016. You can also [call and talk to UnitedHealthcare](#).
- **If you participate in both the HCSA/LHCSA and the DCSA**, you cannot use money in one account to pay for expenses of the other account.
- **Remember to keep your receipts** and other documentation for any tax or audit purposes.
- **Debit cards may be used** at participating U.S. hospitals, doctors' offices, many retailers, pharmacies and some dependent day care centers that accept MasterCard® and are on the **IIAS merchant list** at www.SIG-IS.org.
- **You'll need to submit a claim form** if you are outside the United States or cannot otherwise use your debit card. [Download the claim form here](#) or submit a claim online at www.myuhc.com. Remember, December 31 is the last day to use your debit card for your 2016 account balances. However you can use the paper claim form or the online claim feature until June 30, 2017 to request reimbursement of eligible 2016 expenses.
- Contact **UnitedHealthcare at 1-800-654-0079** if you have questions about your 2016 account balance(s), eligible expenses, claims, or need help with your debit card. You can also manage your account online at www.myuhc.com.

Are you participating in a flexible spending account in 2017?

You will receive a new HCSA/LHCSA flexible spending account debit card from HealthEquity to use for eligible health expenses starting January 1, 2017. There will be new claim forms, websites and phone numbers for HealthEquity to use to manage your account. There is no change to the plan's other deadlines or requirements; the only difference is your account will be administered by HealthEquity. We'll send a communication directly to 2017 HCSA/LHCSA and DCSA participants in December that includes additional transition information, resources and instructions.

***Note:** If you are enrolled in the [Chevron High Deductible Health Plan \(HDHP\)](#) in 2016 and you qualified to receive the January 1, 2016 Wellness Credit, your credit was deposited into a [Limited Purpose Health Care Spending Account \(LHCSA\)](#) on January 1, 2016, as long as you were still eligible on that date. You received a separate special purpose debit card to use to pay for eligible LHCSA expenses. The same deadlines above apply to your 2016 LHCSA balance. Remember, the LHCSA may only be used to pay for eligible dental and vision expenses you incur between January 1 and December 31, 2016.

What About the 2017 Wellness Credit?

If you qualified for a [Wellness Credit](#) by meeting the program requirements by the October 28, 2016, deadline, you don't need to do anything. Your \$250 Wellness Credit will automatically be applied to your HCSA account on January 1, 2017 (for use between January 1 and December 31, 2017). Please note you must be an eligible employee on January 1, 2017, to receive the Wellness Credit.

Note: *If you are enrolled in the [Chevron High Deductible Health Plan \(HDHP\)](#) or the [HDHP Basic in 2017](#) and you met the requirements to qualify for health rewards, your Wellness Credit will be deposited into a Limited Purpose Health Care Spending Account (LHCSA) on January 1, 2017 as long as you're still eligible on that date. You'll receive a separate special purpose debit card to use to pay for eligible LHCSA expenses if you don't already have one. The LHCSA may only be used to pay for eligible dental and vision expenses you incur between January 1 and December 31, 2017.*