



## Lifestyle Spending Account



Your Manulife group benefits plan includes a Lifestyle Spending Account (LSA). This account provides you with the flexibility to cover health and wellness expenses your standard benefit plan may not cover.

A LSA is similar to a Health Care Spending Account (HCSA) in that your employer sets aside funds for you to use towards your health and wellness each year. The difference is that LSA paid claims are added to your taxable income on your T4.\* Deposits are made annually.

LSAs can be used to pay for items such as fitness memberships and childcare expenses. Be sure to check with your employer for a complete list of expenses covered for your company.

\* In Quebec, the HCSA is a taxable benefit for provincial income tax purposes.

## HOW IT WORKS

After you have a LSA eligible expense, follow these easy steps:

### Online

Submit your claim online by visiting [www.manulife.ca/planmember](http://www.manulife.ca/planmember). Login using the Plan Contract Number and Plan Member Certificate Number found on your benefits card, along with your password.

The reimbursement you receive is based on the funds available in your LSA and will be explained on the accompanying claim statement from Manulife.

### Paper

#### 1. Complete the LSA claim form (#4684E)

which can be obtained by visiting

[www.manulife.ca/planmember](http://www.manulife.ca/planmember).

Login using the Plan Contract Number and Plan Member Certificate Number found on your benefits card, along with your password. You can also contact your Plan Administrator for the form.

If the claim is for a dependant, remember that when you sign the form, you're legally stating that the dependant is eligible to use your LSA.

#### 2. Attach the receipt for the expense.

#### 3. Submit the completed form to the address on the claim form.

## FREQUENTLY ASKED QUESTIONS

### How do I know how much money is left in my LSA?

You can find out your LSA balance on the Plan Member Site at [www.manulife.ca/planmember](http://www.manulife.ca/planmember) or by contacting the Manulife Customer Service Centre at **1-800-268-6195**.

Once you submit a claim you will receive an Explanation of Benefits that will indicate the amount of the claim that was paid and your remaining LSA balance.

### How long does the money stay in my account?

At the end of each plan year, if there's money left in your LSA, you may still use it the following year. This is called credit carryover, which allows you to keep unused money in your LSA for one extra year.

#### Credit Carryover: Example assumes plan-year is January 1 – December 31

##### Year One

- Your employer deposits \$500 to your LSA for the plan year.
- In March, you incur a \$250 expense for some sporting equipment. Part of your LSA is used when you submit your claim to Manulife and you are reimbursed for the full \$250 claim.
- No further claims are made this year.

##### Year Two

- Your employer deposits another \$500 to your LSA.
- On December 31st, the \$250 that is left in last year's LSA is carried forward and you now have a total of \$750 available to claim this year including the new \$500 deposit.
- You make no claims in this year.

##### Year Three

- Your employer deposits another \$500 to your LSA.
- On December 31st, the \$250 that was left from year one is forfeited but the \$500 from year two is carried forward and you now have a total of \$1000 available this year including the new \$500 deposit.

## **Who's covered?**

Your LSA covers any family members dependent on you and also considered eligible dependants for a medical expense tax credit claim under the Income Tax Act (ITA) at the time the expense was incurred. This may include family members who aren't covered by your standard health or dental benefits.

## **What's covered?**

The LSA is designed to support your personal health and wellness.

### **Eligible Expenses**

- Counselling
- Day care
- Dental
- Education
- Fitness
- Health
- Long term care
- Environmental
- Financial
- Insurance
- Legal
- Personal development
- Renovations
- Pet care

You should consult your Plan Administrator and LSA policy for specifics on what your LSA covers.

## **How long do I have to submit a claim?**

Always try to submit your claims as soon as possible during the same plan year in which you paid the expense.

Your LSA has a grace period that takes effect at the end of your plan year. This gives you extra time to submit LSA claims to be paid from the previous year's allocation after your plan year ends. For example, if your plan year-end occurs in December and your plan has a 90 day grace period, you have until March 31 to submit expenses you incurred during the previous year.

To confirm the deadline for claim submission, refer to your benefit booklet or contact the Manulife Customer Service Centre at **1-800-268-6195**.

## **Can I assign benefit payment for my LSA expenses automatically, like I do with my dentist?**

No. As the LSA is taxable income, and your traditional health and dental benefits are not, you must submit your LSA eligible expenses through to Manulife.

## **Is my LSA a taxable benefit?**

Yes. Claims paid from your LSA are added as taxable income on your T4.

## **What happens if I leave my employer?**

Your LSA is part of your current compensation package and cannot be transferred to another employer or taken as cash.





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