

# *An easy but important end-of-year checklist*



## Checking the list twice can have loads of benefits

The end of the year is fast-approaching, and now is the time to reflect on 2024. Whenever life is moving quickly, important deadlines can sometimes fall through the cracks – especially during the holiday season. HIMSS is here to help you remember those end-of-year deadlines when it comes to your benefits:

- **FSA Funds:** Your elections are effective between January 1 and December 31. Remember that any funds in your FSA over \$640 as of March 31 of the following year will be forfeited per IRS regulations.
- **Updating Beneficiaries:** When certain circumstances change, it can be easy to forget to update your beneficiary. Make sure to keep your beneficiary information current so that your loved ones are taken care of when it matters most.
- **Remaining PTO:** Maximize your holiday plans by using your remaining PTO (if it cannot be rolled over to the new year) and spending time with friends and family to promote healthy work-life balance.

## Things to consider:

1. Consider analyzing your 2024 401(k) contributions and making a goal for your 2025 retirement savings to make the most of the HIMSS match.
2. Make your 2025 dental and vision appointments for you and your family members. These appointments are covered for eligible employees and their dependents.
3. Enroll in our textline. Be in the know with **HIMSSTotalRewards.com** textline; text himssrewards to **855.930.4899** to enroll.