



## Benefits program

Personal spending account (PSA)



Through your Benefits program, you have access to various Lifestyle options, including a Personal spending account (PSA). Your PSA is a great tool to help you plan for a variety of expenses, no matter what your lifestyle looks like. Once you've made your selections for your medical and dental coverage, you can allocate any remaining flex dollars to the PSA.



### ALFRED'S TIP

Did you spend all your flex dollars on medical and dental coverage? You can increase your flex dollars amount by increasing your payroll contributions or by converting your remaining wellness days from the previous year.

## Characteristics

Managed by Sun Life

The PSA can be used to reimburse various lifestyle expenses, such as:

- **Fitness services and equipment**
- **Ski lift tickets**
- **Babysitter fees and cleaning services**
- **Bike sharing membership and transit passes**
- **Professional services**
- **Health products and services**
- **Education and personal development**
- **Safety initiatives**
- **Indigenous health services**

[Consult the full list of eligible expenses.](#)

## Amount availability and deadline

To benefit from the PSA, you must allocate flex dollars during the enrolment period. These will then be deposited to your PSA evenly throughout the benefit year on the first day of each month. The benefit year runs from July 1 to June 30<sup>th</sup>.

You can review this allocation once a year during the re-enrolment period. You can also obtain additional flex dollars in the PSA by participating in the annual vacation and wellness conversion campaign (beginning of each year) or by earning flex dollars during the year through the Wellness program.

## Deadline to submit your reimbursement request

Requests for reimbursement must be submitted no later than 6 months after the end of the benefit year during which the expense was incurred. *For example, claims for expenses incurred during the July 1, 2022 – June 30, 2023 benefit year must be received by the insurer by December 31, 2023. Claim requests received on January 1, 2024 or later will not be reimbursed.*



# Benefits program

## Personal spending account (PSA)



### Deferral of unused amounts

The unused balance at the end of the benefit year is carried forward to the next benefit year only, after which the unused balance is forfeited. The unused balance cannot be transferred to another account under the lifestyle component.

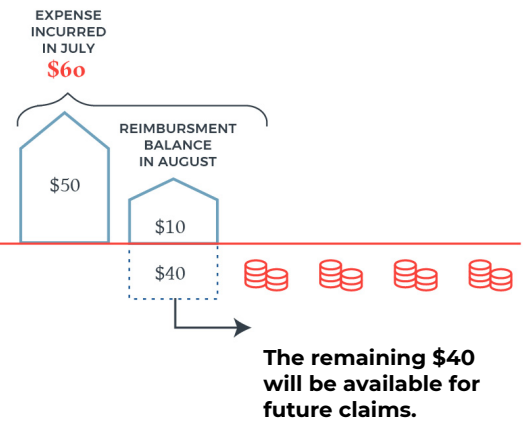
*Note that expenses cannot be carried over and reimbursed after the first 6 months of the following benefit year.*



### Reimbursement process

Two reimbursement options are available to you:

1. Ask for an immediate reimbursement using the current balance available in your account. To receive a reimbursement for the remaining and unpaid portion, resubmit your claim once you have accumulated enough money, within 6 months after the end of the benefit year in which the expense was incurred.
2. If you wish to submit your claim only once, wait until you have accumulated enough money in your account and submit your claim (no later than 6 months after the end of the benefit year during which the expense was incurred).



*If you incurred an expense of \$60 in July, an immediate reimbursement of \$50 will be made and you will have to resubmit another claim for the remaining \$10.*



You can also review your PSA balance from your mobile device using the mobile app or online by logging in to [mysunlife.ca](https://mysunlife.ca). Once your insurance coverage is terminated, the account balance is cancelled and cannot be transferred to another Lifestyle option or be reimbursed in cash.



## Benefits program

Personal spending account (PSA)



### 3 simple ways to submit your reimbursement request



Use the  
**my Sun Life**  
mobile  
application.

OR



Go to  
[mysunlife.ca](https://mysunlife.ca) and  
use the e-claims  
feature.

OR



Mail the form  
along with copies  
of your receipts to  
Sun Life.

### Tax implications

---

**This account is taxable in all provinces (federal and provincial).**

To comply with tax laws, the amounts reimbursed through the PSA as well as service charges and applicable taxes are considered as a taxable benefit (federal and provincial). The taxable amount and applicable deductions will appear on the last pay statement of the month following the reimbursement of your claim. As a result, this will reduce your net pay.



### Questions?

If you have any questions, call Sun Life at **1-866-881-0583**.

CA-SRH-MAN-61-522D-E