

Home Office Account – Tax Advantaged Account

A Home Office Account allows remote employees to be reimbursed for home office expenses on a tax-advantaged basis. Ensure remote staff has the tools they need to be effective.

Participant Benefits	Employer Benefits
Be reimbursed for home office expenses needed to perform your job.	Easily reimburse remote workers for home office expenses while receiving a tax deduction.

How the plan works...

Eligibility

An employer determines who is eligible for a home office account.

Enrollment

Employees are enrolled by the employer typically during open enrollment. New hires are enrolled as they become eligible.

Funding

Home Office accounts are funded entirely by the employer. May fund the entire annual amount upfront or on a monthly basis.

Contributions

Money In/Money Out - money is available to spend after it is contributed. The annual limit determined by the employer.

Eligible Expenses

Eligible home office expenses must be required for work.

Below are some examples of eligible expenses of Home Office Accounts:

- Internet expenses - portion related to and required for work
- Computer required for work
- Printer required for work
- Office supplies (ink cartridges, paper, pens, etc.)
- Phone land line expenses - if required for work

Requests and Disbursements

Participants can use their TASC card or request a reimbursement online, through the mobile app, or via paper form (mail or fax). Expense verification (statement, bill, or receipt) is required within 60 days.

Plan Compliance

Summary Plan Descriptions (SPDs) are required. A 60-day runout period applies. Upon termination,

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unused benefit account funds are owned by the employer and are forfeited while MyCash funds are owned by the participant and not forfeited.