

HOW FLEX BENEFITS WORK



CHOICES

There are several different benefit options in the Flexible Benefits Plan.

Some options offer you minimal coverage, some offer you enhanced coverage – it is up to you to choose the coverage that is right for you.



SELECT

Choose one option for each benefit. Also choose family or single coverage. Eligible dependents include your spouse and child(ren).

Your benefit choices are effective from August 1 to July 31st each year.



FLEX DOLLARS

CAPREIT provides you with flex dollars to buy benefits.

The actual number of dollars you receive will provide CAPREIT's "Core Coverage".



PAYMENT

Each option has an annual price tag.

Once you make all your benefit choices, the total cost will be calculated.

Total cost less than your flex dollars? You can deposit leftover flex dollars into your Health Care Spending Account.

Total cost more than your flex dollars? You pay the difference through payroll deductions.

Through the Flexible Benefits enrollment process you can spend your flex dollars in the most tax-effective manner possible.



ENROL

At work? Go to CAPREIT's Intranet and look for the Flexible Benefits link.

At home? <http://www.websinc.ca/capreit/splash.aspx>

The on-line enrollment tool is a step by step, easy to follow program.



QUESTIONS

Questions on benefit coverage or enrolment assistance:

Contact Sonia Couto at 416-306-3000 or scouto@capreit.net.

Assistance available Monday to Friday, 9 a.m. to 5:30 p.m. EST.



EACH YEAR

You may change your choices each year during the annual Flexible Benefits enrollment, or within 31 days of a family status change (i.e. marriage, divorce, birth, death, adoption, or loss of spousal coverage).