



# Contribution Calendar Form

## Overview

Please use this form to mark the dates for Flexible Spending Account (FSA) employee and/or employer contributions in the upcoming Plan Year.

EMPOWER uses these dates to calculate Medical FSA and Dependent Day Care FSA contributions. It is important for these dates to be accurate. You must submit a new form prior to each Plan Year to ensure that your employee accounts are correct.

After the start of the Plan Year, EMPOWER cannot change the contribution schedule or frequency.

## Instructions

1. Fill out the first page of this form.
2. On the next calendar pages, mark all dates with FSA contributions in the upcoming Plan Year (you can simply click the dates, or print out the form and circle the dates with a pen).
  - a. If your upcoming Plan Year extends into two different calendar years, please use the appropriate months on the form. For example, if your upcoming Plan Year starts April 1<sup>st</sup> and ends on March 31<sup>st</sup>, use April through December on the first calendar year page and January through March on the second calendar year page.
3. Send the completed form to [customerservice@empowerflex.com](mailto:customerservice@empowerflex.com).

**!** *If the employer contributes to the FSA on a different schedule than employees, you must submit two forms. Additionally, if there are multiple payroll schedules, you must submit a separate form for each schedule.*

## Plan Year Information

|  |
|--|
| Employer Name _____  |
| My Plan Year starts ____/____/____ and ends on ____/____/____                        |
| This form is for ____ Employee contributions only ____ Employer contributions Only   |
| Number of Contributions in Plan Year ___1___ 12 ___ 24 ___ 26 ___ 52 ___ Other _____ |
| Notes _____  |

**!** *On the calendars on the next two pages, only enter dates with FSA contributions. If there is a payroll date without contributions, do not mark the date on the calendar.*

2026

Click dates to select. Click again to deselect. Save the form to save your selections.

| January 2026 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun          | Mon | Tue | Wed | Thu | Fri | Sat |
|              |     |     |     | 1   | 2   | 3   |
| 4            | 5   | 6   | 7   | 8   | 9   | 10  |
| 11           | 12  | 13  | 14  | 15  | 16  | 17  |
| 18           | 19  | 20  | 21  | 22  | 23  | 24  |
| 25           | 26  | 27  | 28  | 29  | 30  | 31  |

| February 2026 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
| 1             | 2   | 3   | 4   | 5   | 6   | 7   |
| 8             | 9   | 10  | 11  | 12  | 13  | 14  |
| 15            | 16  | 17  | 18  | 19  | 20  | 21  |
| 22            | 23  | 24  | 25  | 26  | 27  | 28  |

| March 2026 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| Sun        | Mon | Tue | Wed | Thu | Fri | Sat |
| 1          | 2   | 3   | 4   | 5   | 6   | 7   |
| 8          | 9   | 10  | 11  | 12  | 13  | 14  |
| 15         | 16  | 17  | 18  | 19  | 20  | 21  |
| 22         | 23  | 24  | 25  | 26  | 27  | 28  |
| 29         | 30  | 31  |     |     |     |     |

| April 2026 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| Sun        | Mon | Tue | Wed | Thu | Fri | Sat |
|            |     |     | 1   | 2   | 3   | 4   |
| 5          | 6   | 7   | 8   | 9   | 10  | 11  |
| 12         | 13  | 14  | 15  | 16  | 17  | 18  |
| 19         | 20  | 21  | 22  | 23  | 24  | 25  |
| 26         | 27  | 28  | 29  | 30  |     |     |

| May 2026 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| Sun      | Mon | Tue | Wed | Thu | Fri | Sat |
|          |     |     |     |     | 1   | 2   |
| 3        | 4   | 5   | 6   | 7   | 8   | 9   |
| 10       | 11  | 12  | 13  | 14  | 15  | 16  |
| 17       | 18  | 19  | 20  | 21  | 22  | 23  |
| 24       | 25  | 26  | 27  | 28  | 29  | 30  |
| 31       |     |     |     |     |     |     |

| June 2026 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun       | Mon | Tue | Wed | Thu | Fri | Sat |
|           | 1   | 2   | 3   | 4   | 5   | 6   |
| 7         | 8   | 9   | 10  | 11  | 12  | 13  |
| 14        | 15  | 16  | 17  | 18  | 19  | 20  |
| 21        | 22  | 23  | 24  | 25  | 26  | 27  |
| 28        | 29  | 30  |     |     |     |     |

| July 2026 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun       | Mon | Tue | Wed | Thu | Fri | Sat |
|           |     |     | 1   | 2   | 3   | 4   |
| 5         | 6   | 7   | 8   | 9   | 10  | 11  |
| 12        | 13  | 14  | 15  | 16  | 17  | 18  |
| 19        | 20  | 21  | 22  | 23  | 24  | 25  |
| 26        | 27  | 28  | 29  | 30  | 31  |     |

| August 2026 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| Sun         | Mon | Tue | Wed | Thu | Fri | Sat |
|             |     |     |     |     |     | 1   |
| 2           | 3   | 4   | 5   | 6   | 7   | 8   |
| 9           | 10  | 11  | 12  | 13  | 14  | 15  |
| 16          | 17  | 18  | 19  | 20  | 21  | 22  |
| 23          | 24  | 25  | 26  | 27  | 28  | 29  |
| 30          | 31  |     |     |     |     |     |

| September 2026 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| Sun            | Mon | Tue | Wed | Thu | Fri | Sat |
|                |     | 1   | 2   | 3   | 4   | 5   |
| 6              | 7   | 8   | 9   | 10  | 11  | 12  |
| 13             | 14  | 15  | 16  | 17  | 18  | 19  |
| 20             | 21  | 22  | 23  | 24  | 25  | 26  |
| 27             | 28  | 29  | 30  |     |     |     |

| October 2026 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun          | Mon | Tue | Wed | Thu | Fri | Sat |
|              |     |     |     | 1   | 2   | 3   |
| 4            | 5   | 6   | 7   | 8   | 9   | 10  |
| 11           | 12  | 13  | 14  | 15  | 16  | 17  |
| 18           | 19  | 20  | 21  | 22  | 23  | 24  |
| 25           | 26  | 27  | 28  | 29  | 30  | 31  |

| November 2026 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
| 1             | 2   | 3   | 4   | 5   | 6   | 7   |
| 8             | 9   | 10  | 11  | 12  | 13  | 14  |
| 15            | 16  | 17  | 18  | 19  | 20  | 21  |
| 22            | 23  | 24  | 25  | 26  | 27  | 28  |
| 29            | 30  |     |     |     |     |     |

| December 2026 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
|               |     | 1   | 2   | 3   | 4   | 5   |
| 6             | 7   | 8   | 9   | 10  | 11  | 12  |
| 13            | 14  | 15  | 16  | 17  | 18  | 19  |
| 20            | 21  | 22  | 23  | 24  | 25  | 26  |
| 27            | 28  | 29  | 30  | 31  |     |     |

2027

| January 2027 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| Mon          | Tue | Wed | Thu | Fri | Sat | Sun |
|              |     |     |     | 1   | 2   | 3   |
| 4            | 5   | 6   | 7   | 8   | 9   | 10  |
| 11           | 12  | 13  | 14  | 15  | 16  | 17  |
| 18           | 19  | 20  | 21  | 22  | 23  | 24  |
| 25           | 26  | 27  | 28  | 29  | 30  | 31  |

| February 2027 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Mon           | Tue | Wed | Thu | Fri | Sat | Sun |
| 1             | 2   | 3   | 4   | 5   | 6   | 7   |
| 8             | 9   | 10  | 11  | 12  | 13  | 14  |
| 15            | 16  | 17  | 18  | 19  | 20  | 21  |
| 22            | 23  | 24  | 25  | 26  | 27  | 28  |

| March 2027 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| Mon        | Tue | Wed | Thu | Fri | Sat | Sun |
| 1          | 2   | 3   | 4   | 5   | 6   | 7   |
| 8          | 9   | 10  | 11  | 12  | 13  | 14  |
| 15         | 16  | 17  | 18  | 19  | 20  | 21  |
| 22         | 23  | 24  | 25  | 26  | 27  | 28  |
| 29         | 30  | 31  |     |     |     |     |

| April 2027 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| Mon        | Tue | Wed | Thu | Fri | Sat | Sun |
|            |     |     | 1   | 2   | 3   | 4   |
| 5          | 6   | 7   | 8   | 9   | 10  | 11  |
| 12         | 13  | 14  | 15  | 16  | 17  | 18  |
| 19         | 20  | 21  | 22  | 23  | 24  | 25  |
| 26         | 27  | 28  | 29  | 30  |     |     |

| May 2027 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| Mon      | Tue | Wed | Thu | Fri | Sat | Sun |
|          |     |     |     |     | 1   | 2   |
| 3        | 4   | 5   | 6   | 7   | 8   | 9   |
| 10       | 11  | 12  | 13  | 14  | 15  | 16  |
| 17       | 18  | 19  | 20  | 21  | 22  | 23  |
| 24       | 25  | 26  | 27  | 28  | 29  | 30  |
| 31       |     |     |     |     |     |     |

| June 2027 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| Mon       | Tue | Wed | Thu | Fri | Sat | Sun |
|           | 1   | 2   | 3   | 4   | 5   | 6   |
| 7         | 8   | 9   | 10  | 11  | 12  | 13  |
| 14        | 15  | 16  | 17  | 18  | 19  | 20  |
| 21        | 22  | 23  | 24  | 25  | 26  | 27  |
| 28        | 29  | 30  |     |     |     |     |

| July 2027 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| Mon       | Tue | Wed | Thu | Fri | Sat | Sun |
|           |     |     | 1   | 2   | 3   | 4   |
| 5         | 6   | 7   | 8   | 9   | 10  | 11  |
| 12        | 13  | 14  | 15  | 16  | 17  | 18  |
| 19        | 20  | 21  | 22  | 23  | 24  | 25  |
| 26        | 27  | 28  | 29  | 30  | 31  |     |

| August 2027 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| Mon         | Tue | Wed | Thu | Fri | Sat | Sun |
|             |     |     |     |     |     | 1   |
| 2           | 3   | 4   | 5   | 6   | 7   | 8   |
| 9           | 10  | 11  | 12  | 13  | 14  | 15  |
| 16          | 17  | 18  | 19  | 20  | 21  | 22  |
| 23          | 24  | 25  | 26  | 27  | 28  | 29  |
| 30          | 31  |     |     |     |     |     |

| September 2027 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| Mon            | Tue | Wed | Thu | Fri | Sat | Sun |
|                |     | 1   | 2   | 3   | 4   | 5   |
| 6              | 7   | 8   | 9   | 10  | 11  | 12  |
| 13             | 14  | 15  | 16  | 17  | 18  | 19  |
| 20             | 21  | 22  | 23  | 24  | 25  | 26  |
| 27             | 28  | 29  | 30  |     |     |     |

| October 2027 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| Mon          | Tue | Wed | Thu | Fri | Sat | Sun |
|              |     |     |     | 1   | 2   | 3   |
| 4            | 5   | 6   | 7   | 8   | 9   | 10  |
| 11           | 12  | 13  | 14  | 15  | 16  | 17  |
| 18           | 19  | 20  | 21  | 22  | 23  | 24  |
| 25           | 26  | 27  | 28  | 29  | 30  | 31  |

| November 2027 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Mon           | Tue | Wed | Thu | Fri | Sat | Sun |
| 1             | 2   | 3   | 4   | 5   | 6   | 7   |
| 8             | 9   | 10  | 11  | 12  | 13  | 14  |
| 15            | 16  | 17  | 18  | 19  | 20  | 21  |
| 22            | 23  | 24  | 25  | 26  | 27  | 28  |
| 29            | 30  |     |     |     |     |     |

| December 2027 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Mon           | Tue | Wed | Thu | Fri | Sat | Sun |
|               |     | 1   | 2   | 3   | 4   | 5   |
| 6             | 7   | 8   | 9   | 10  | 11  | 12  |
| 13            | 14  | 15  | 16  | 17  | 18  | 19  |
| 20            | 21  | 22  | 23  | 24  | 25  | 26  |
| 27            | 28  | 29  | 30  | 31  |     |     |