



**Employer Name** \_\_\_\_\_

**Request for Dependent Flexible Spending Card**

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Your tax dependents are eligible to also receive a card with their name on it. If it is your spouse needing a card or your dependent away at college, receiving an additional card is easy and comes free of charge.

Receipt of the additional card(s) may take up to 10 business days from the time we receive your request. Cards are mailed to you in an envelope with two windows on the left side indicating CieloStar's address as the return address. Many individuals mistake their Flexible Spending Card as junk mail and toss them out.

Please return form via fax to 877-491-6016, or via US mail to CieloStar FSA Administration, 730 Second Avenue South, Suite 530, Minneapolis, MN 55402. You may also scan and email this form to [flex@cielostar.com](mailto:flex@cielostar.com).

**Employee Name** \_\_\_\_\_

**Employee Social Security Number** \_ \_ \_ - \_ \_ - \_ \_ \_

**Dependent Name** \_\_\_\_\_

**Dependent Social Security Number** \_ \_ \_ - \_ - - \_ \_ \_

**Date of Birth** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Card to be mailed to:**

\_\_\_ **Employee Address on file**

\_\_\_ **Other Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**