



Dependent Care Assistance Plan (DCAP)

Payroll Deduction Estimating Worksheet
(for eligible daycare expenses)

FOR OFFICE USE ONLY

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Benefit Year January – December

1. ESTIMATED DEPENDENT CARE EXPENSES.

For example, for January you should list the estimated cost of care to be provided during January, regardless of when you will pay for it.

If you aren't sure if you will be taking a vacation during the benefit year, it is recommended that you underestimate your expenses to avoid forfeiting a portion of what you contribute into the plan.

JAN	\$	
FEB	\$	
MAR	\$	
APR	\$	
MAY	\$	
JUN	\$	
JUL	\$	
AUG	\$	
SEP	\$	
OCT	\$	
NOV	\$	
DEC	\$	
TOTAL Benefit Year Estimated Dependent Care Expenses		1

2. ESTIMATED MONTHLY PAYROLL DEDUCTIONS.

Divide line 1 by 12 to estimate your monthly payroll deduction for the benefit year.

2	/12 months
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3. MONTHLY PAYROLL DEDUCTION.

Must be in whole dollars.

3	Whole Number Only
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WARNING: Overestimating your monthly payroll deduction will result in losing the balance in your Dependent Care Assistance Plan at the end of the benefit year. Participants have 60 days after the end of a benefit year to file all remaining claims for the benefit year.

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(This is the estimated monthly amount you may choose to contribute to the Dependent Care Assistance Plan.)