

Office Supplies Expense Reimbursement Account

What is the Employee Benefit?



Do you or your employees work remotely, either on a temporarily or permanently? The Office Supplies Expense Reimbursement Account is funded by the employers to reimburse the cost of qualified supplies necessary to sufficiently equip a home office. It can be considered a slightly more restricted version of the Home Office Account which might be used for technology and internet provider services. This account qualifies as an Accountable Plan per Internal Revenue Code Section 26, meaning it is exempt from income tax and must comply with IRS regulations.

Things to Know:

Plan Design	Employers can set the guidelines for this account in their plan design, such as how much they wish to contribute, when they will make the funds available to their employees, and the eligibility and enrollment requirements.
Eligible Expenses	<ul style="list-style-type: none"> Office supplies such as printer paper, printer ink cartridge, markers, pens, etc. Employers choose which supplies are eligible.
Limits	Employers can set any limit they want for the plan year such as a maximum amount that can be reimbursed to an employee for the year.
Eligibility Requirements	<ul style="list-style-type: none"> Any employee is eligible to utilize this benefit account. Employer may choose to designate eligibility by an employee class, such as part-time or full-time status.
Funding	Employer funded
Enrollment	<ul style="list-style-type: none"> Enroll all eligible employees in the plan at the beginning of the plan year. Mid-year enrollments may be allowed, based on plan design set by client.
Disbursements	<ul style="list-style-type: none"> Once an expense is verified as being eligible, a reimbursement is made to the employee. Reimbursement payment to the employee can be used for eligible office supply expenses. Accountable Plans only reimburse employees for business-related expenses specified in the plan design.
Tax Benefit	<ul style="list-style-type: none"> Reimbursements from an Accountable Plan are not taxable for employees. Employers can write-off their contribution as a business expense and reduce their tax liabilities. To assure reimbursements are not taxable, IRS Accountable Plan rules should be consulted and applied.

Additional Resources

We want to help! You don't need to be a TASC customer to call our hotline or download our helpful documents.

General questions on this benefit	Want to administer this account yourself	Want guidance for your benefits TPA?	Want to have TASC handle this benefit for you?
Call our Special Forces COVID-19 hotline:  Call 1-833-433-1002	Download our helpful How-To document: Get Started.	Share our How-To document with your administrator: Get Started.	Contact us to do all or part of this work effort for you:  1-888-595-2261, or Get Started.



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Why TASC?

For more than 40 years, TASC has been a leader, an innovator, and a partner of employers committed to ensuring the health, wealth and well-being of their employees and their employees' families and community. TASC was a pioneer in assisting sole-proprietor farmers and small businesses save billions in tax dollars through the adoption of health reimbursement plans; challenging many ill-informed IRS auditors, accountants, and naysayers along the way. TASC, through FlexSystem, brought the idea of a Cafeteria Plans to large and small businesses; challenging the notion that such plans were burdensome, complicated and difficult to administer.

There from the beginning of Section 125, TASC has brought its knowledge and expertise forward with the idea that together we can improve lives of many, strengthen our communities, and make benefits feel like benefits. TASC understands that each employers circumstance is different. TASC offers its guidance based upon the wealth of its experience as an employer and as a benefits administrator. It is not legal or tax advice and should not be taken as such but is offered to prompt knowledgeable inquiry of your plan professionals and provoke thoughtful plan decision making.