

Office Supplies Expense Reimbursement Account

What is the Employee Benefit?

An 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 is a slightly more restricted version of the Home Office Account which is 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 set guidelines for this account in the plan design, such as how contribution amounts, fund availability, and 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 set plan year limits such as a maximums 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.

Get started today!

We are ready to help you offer this helpful benefit. Just contact us today via one of the methods below.

Want to have TASC handle this benefit for you?

Fill out this form and we'll contact you:

[Get Started.](#)

Contact us to do all or part of this work effort for you:

1-888-595-2261