

Student Loan Repayment Program

The City of Racine cares about you and your career development within the organization. That's why we provide a Student Loan Repayment program to assist you with the financial burden of the education you have received.

Who is Eligible?

Full-time and regular part-time non-union employees are eligible. You must be employed for at least 30 days in order to receive the benefit.

Eligible Expenses

Reimbursement is offered for loan repayments. Monthly payments will be made on the 1st of each month directly to the institution servicing your loan.

How Much Am I Eligible For?

The amount which you are eligible for is based on your employee classification.

Employee Class	Amount
City of Racine Resident	\$2,400 per year
Non-Resident	\$1,200 per year

¹If you enroll or are hired mid-year your benefit will be prorated monthly. ²The annual amount will become available on a prorated monthly basis.

How It Works

Employees who want to take advantage of this program must complete the online enrollment process. The enrollment can be submitted through myFlexDollars.com. The enrollment must be done annually, each calendar year in order for your reimbursement limit to be made available.

Once you have the itemized bill for your loan, log in to myFlexDollars.com to claim reimbursement for your loan payment. All reimbursement submissions must include a detailed statement.

Submit your request by **the 24th of the month** to ensure your payment is issued to your loan servicer by the 1st.

All payments must be paid to the institution.

Reimbursement Requirements

When you file your claim request for your loan payment, the documentation you submit must match your request.

Manage Your Loan Repayments

Once you have enrolled for the benefit on myFlexDollars.com, we recommend that you also download the mobile app. It doesn't take long and it will allow you to manage your account anywhere, any time. You can check your account balance, view detailed account information, or request reimbursements.

myFlexDollars Login Instructions

When you log into myFlexDollars.com for the first time, you will use a pre-assigned username and password. After logging in, you will be prompted to change your username and password to your liking. Once you login, you will have the option to enroll in the Student Loan Repayment Program.

Initial Username: First Initial + Last Name + Last four digits of your Social Security Number (Example: jdoe1234)

Initial Password: dollars



Loan Payment Request Guide

Step 1:

Select Send Payment.

I Want To:

[Enroll Now](#)
[Reimburse Myself](#)
[Send Payment](#)

Step 2:

Select Loan and pay to someone else.

Create Reimbursement

Pay From * LOAN REPAYMENT ACCOUNT (1/1/2022 - 12/31/2022)

Pay To * ⓘ Someone Else

Based on your selection, you will be requesting a Claim Reimbursement.

Step 3:

Add your loan processors payment information.

Available Balance

LOAN REPAYMENT ACCO...
\$600.00

Payee Details

Payee *
☒ Add a New Payee
☐ Select a Saved Payee

Payee Name *

Enter who provided this service (this may be a physician, hospital, etc.)

Who is this for?

When appropriate, provide the name of the person who received service.

Account Number *

Enter the account number that the payee uses to identify the service or recipient.

Payee Address *

Address Line 1

Address Line 2

Address Line 3

City

Select a state... ▼

Zip Code

Enter the address of physician, hospital, etc. who provided the service.

Step 4:

Upload your Loan Statement which must include your monthly loan payment amount and your loan servicer's information.

Receipt / Documentation * Required

Receipt(s) Upload Valid Documentation

Summary

Pay From LOAN REPAYMENT ACCOUNT (1/1/2022 - 12/31/2022)

Pay To Someone Else

Step 5:

Enter your payment request information. If you would like your payments to be automatically issued for the year, and to not have to file another claim, enter the total amount of your claim as the total annual payments you owe for your loan.

NOTE: For Course Start Date of Classes and End Date of Classes, please enter the date that in which you are filing the payment request.

Claim Details * Required

If all or part of your claim is unreimbursable due to auditing factors (i.e. claim exceeds available balance in your account), then you will only be reimbursed the approved amount. If this occurs, you will receive notification in the mail.

Start Date of Classes *

End Date of Classes

Amount *

Name of Institution *

Category * Loan Repayment

Type * Select a type...

Description

Step 6:

Submit your payment request.

Transaction Summary (1)

FROM	TO	EXPENSE	AMOUNT	APPROVED AMOUNT ⓘ	
+ LOAN REPAYMENT ACCOUNT	Sample	Loan Repayment	\$100.00	\$100.00	Remove Update
Total Amount			\$100.00	\$100.00	

Cancel
[Save for Later](#)
[Add Another](#)
[Submit](#)