



HOW TO KEEP YOUR HEALTH FSA CLAIM SAILING THROUGH THE REIMBURSEMENT PROCESS.

1. *Complete a Request for Reimbursement Form.*
(Forms can be obtained at our website: www.bdgflex.com)
2. *Attach the appropriate required claims substantiation.*
*Examples: Explanation of Benefits (EOB), Billing Statements,
Cash Register Receipts, Pharmacy Printouts, Co-pays Receipts, etc.*

Per IRS regulations, claims substantiation must be from a third party and must include enough information to verify when the service was performed, who the service was for and whether or not the service was for an IRS approved expense.

Processing will occur faster if your substantiation includes:

- a. Date the service was incurred. (Not paid date.)*
 - b. Description of the Service. (i.e. Office visit, Surgery, RX name, etc.)*
 - c. Name of the Prescription or Over-the-Counter (OTC) medication.
(The name of the prescription will be required for Rx expenses over \$50 so that we can verify whether or not the RX is for cosmetic or general health reasons. Any Rx or OTC claims that are not clear will be returned for further information.)*
 - d. Name of the Dependent the expense is for. (List "self" if for yourself and list family member name for dependents.)*
 - e. Dollar amount you are requesting. (Amount that is your responsibility and will not be covered by another source.)*
3. *Sign the Request for Reimbursement Form.*
 4. *Forward by mail to:* *Benefits Design Group, Inc.*
PO Box 370
Onalaska WI 54650
Or By Fax: *(608) 781-4576*

Remember: Claims will be delayed if you don't submit enough detail to substantiate your request or if you claim form is not signed. A letter will be sent to you explaining the detail needed to further process your request.

2/06

*****PLEASE POST THIS NOTICE FOR EMPLOYEE REVIEW*****