

FLEXIBLE SPENDING ACCOUNT (FSA) CLAIM FORM

INSTRUCTIONS: FAILURE TO COMPLETE ALL SECTIONS OF THE FORM WILL DELAY THE PROCESSING OF YOUR CLAIM. Complete all personal information in **Part I**. Complete all claims information in **Part II**. Indicate the type of expense (Medical, Dental/Vision, Preventative Care, Dependent Care or other), the incurred date(s) of the expense, a brief description (i.e. Orthodontia, Prescription, Dental, Office Visit, OTC, etc.) Attach **COPIES** (do not send originals) of documentation that will prove the **incurred date/service date (not paid date)** and service type that is eligible. An Explanation of Benefits (EOB), billing statement, co-pay receipt, cash register receipt, etc. should be submitted for each expense. Received on account receipts, balance due statements, and cancelled checks are **NOT** acceptable. **If you are submitting more than one expense, number the copies to correspond to the line number on this form.** Please read **Part III** below and **SIGN** the claim form, attach copies of the proper documentation, and forward by fax **OR** by mail (**not both**) for processing.

PART I. EMPLOYEE INFORMATION (Please print)

Social Security Number _____ - _____ - _____ (last 4 digits required) Check if New Address _____
 Name _____ Daytime Phone _____
 Address _____
 City _____ ST _____ ZIP _____
 Employer _____

PART II. REIMBURSEMENT INFORMATION

TYPE CODES: M = General-Purpose Medical DV = Dental/Vision PC = Preventative Care D = Dependent Care O = Other Eligible Expense

ADULT

CHILD CLAIM* (Check if Applicable)	TYPE CODE	SERVICE DATES START DATE – END DATE	AMOUNT	PROVIDER NAME/ DEPENDENT NAME <i>(i.e. XYZ Hospital/John)</i>	OFFICE USE
<input type="checkbox"/> 1.	_____	_____ - _____	_____	_____	_____
<input type="checkbox"/> 2.	_____	_____ - _____	_____	_____	_____
<input type="checkbox"/> 3.	_____	_____ - _____	_____	_____	_____
<input type="checkbox"/> 4.	_____	_____ - _____	_____	_____	_____
<input type="checkbox"/> 5.	_____	_____ - _____	_____	_____	_____
<input type="checkbox"/> 6.	_____	_____ - _____	_____	_____	_____

TOTAL _____ (For additional claims, use another form)

***Reimbursement for medical expenses incurred by an adult child who is not a dependent for purposes of income tax filing may be reported as income and subject to the applicable income taxes.**

PART III. CERTIFICATION AND AUTHORIZATION

I authorize the above expenses to be reimbursed from my flexible spending account(s). I certify that: 1) the above information is correct and that the expenses claimed were incurred by me, my spouse, or by my eligible dependents as defined in the Plan document after my effective date of coverage in my employer's flexible benefit plan; 2) the submitted expenses are either valid Qualified Medical Expenses or valid Dependent Care Expense, within statutory limits, as defined in the Plan Document; 3) none of the above expenses have been or will be submitted for reimbursement or payment from any other source; and 4) I have not and will not claim the above expenses on my personal income tax return. I acknowledge that upon request, I must provide additional substantiation concerning my claims (i.e. doctor's letter detailing the specific medical condition being treated). I understand that it is my responsibility to file IRS Form 2441 with my tax return along with any required taxpayer identification number for any reimbursed Dependent Care Expenses. I acknowledge that unless my coverage under the medical flexible spending plan constitutes permitted non-HDHP coverage I am not eligible for health savings account contributions (HSA), while covered under the flexible spending plan.

EMPLOYEE SIGNATURE _____ **DATE** _____

Signature REQUIRED for processing

HOW TO FILE A CLAIM

To receive reimbursement for eligible expense, mail **OR** fax (not both) a completed claim form along with IRS-required substantiation of the expense which **must include ALL of the following**:

- Date of service/purchase
- Name of service provider and name of dependent receiving service
- Type of service/supply provided
- Amount for service that is not reimbursed by insurance or another source

CANCELLED CHECKS DO NOT QUALIFY AS THIRD-PARTY DOCUMENTATION AND ARE NOT ACCEPTED BY THE IRS.
Be sure to provide all the information requested on the form. If the form is incomplete or unsigned, it will be returned.

GENERAL-PURPOSE MEDICAL EXPENSES (“M”)-NOT HSA Compatible

Medical expenses include payment you make for the diagnosis, treatment, or prevention of disease or for treatment affecting any part of function of the body and the amounts you pay for transportation to get medical care. CAUTION: Participation in the General-Purpose Medical FSA and reimbursement for general medical expenses will disqualify you from making or receiving Health Savings Account (HSA) contributions.

The following is a partial listing of medical, dental/vision and preventative care expenses which are allowed and disallowed through your FSA. Many of the same medical expenses that are allowed deductions on your federal income taxes (IRC Section 213(d)) are also reimbursed expense through your flexible spending account (FSA).

ELIGIBLE

- Deductibles and Co-pays
- Diagnostic Tests (Lab, X-ray, etc)
- Massage Therapy to treat medical condition*
- Weight Loss programs to treat a medical condition*
- Prescription medications
(Name of medication required for items over \$50)
- Hearing Aids & Batteries
- Medical Supplies (Bandages, Diabetic Test Strips, Crutches, etc.)
- *Doctors’ letter required (must be updated once per plan year)*

INELIGIBLE

- General Parenting Classes
- Massage Therapy to reduce stress
- Weight-loss programs for general health
- Cosmetic procedure to enhance appearance (i.e. face lift)
- Marriage Counseling
- Uniforms
- Maternity Clothes
- Insurance premiums through a spouse’s employer
- Hygiene Items (toothpaste, deodorant, etc.)

DENTAL/VISION EXPENSE (“DV”)-HSA Compatible

ELIGIBLE

- Prescription Glasses and/or Prescription Sunglasses
- Lasik Eye Surgery
- Eye exam
- Contacts and Contact Lens Supplies
- Dental fees (crowns, bridges, filings, cleanings)
- Orthodontia

INELIGIBLE

- Clip-on or Non-Prescription Sunglasses
- Cosmetic procedures (i.e. Teeth Bleaching)

PREVENTATIVE CARE (“PC”) (See IRS Notice 2004-23)-HSA Compatible

“Preventative Care” includes, but is not limited to any out-of-pocket cost for: periodic health evaluations (including tests and diagnostic procedures ordered in correlation with the evaluation); well-baby and/or well-child care; immunizations for adults and children; tobacco cessation and obesity weight loss programs; screening devices for cancer, heart disease, and other infectious diseases.

DEPENDENT CARE FSA (“D”)

Under the Dependent Care FSA you are able to deduct pre-tax dollars for work-related child care or adult day care expenses. The expense must be incurred during the plan year and both you and your spouse (if married) must be working, or be a full-time student, to have expenses eligible for payment through the FSA. In the event of divorce, only the custodial parent can claim the dependent care expense. Be conservative and estimate only those expenses you are reasonably certain you will incur during the plan year. Be careful to allow for sick days, vacation time, and other times of the year when you may not be paying the same amount per week for care.

ELIGIBLE

- Care for dependents (under age 13), or dependents mentally or physically incapable of self-care
- Baby-sitter, Daycare Provider, Home Care Provider
- Licensed daycare centers caring for more than 6 non-resident people
- Daycare centers caring for less than 6 non-resident people
- Pre-School
- All Latch Key Programs

INELIGIBLE

- Educational programs for dependents
- Care provided by persons(s) claimed as a dependent on your, or your spouse’s tax return
- Care provided by child/stepchild under age 19 at end of plan year
- Cost of food, clothing, entertainment unless costs are incidental to care and cannot be separated from the cost
- Care provided by someone not reporting their daycare income
- Overnight camps and transportation
- Field trips

CAUTION: It is possible that changes in the IRS rules may affect the Eligible and/or Ineligible Expense categories above.