

## EMPLOYEE INFORMATION

Employee Name:		Employee Address:	
Company:			
Last Four Digits of Social Security #:		Has your address changed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

## DEPENDENT CARE EXPENSES

	Service Start Date mm/dd/yyyy	Service End Date mm/dd/yyyy	Recurring Frequency ex: wkly/mnthly	Service Provider Tax ID# or SS#	Service Provider Name and Address	Dependent's Name	Age	Amount
1.								
2.								
3.								
<b>Total Dependent Care Expenses Requested</b>								

I provided the dependent care as stated above. **If a recurring claim** is selected, I attest to providing care for the dates of service provided above.

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HEALTH CARE EXPENSES

Please select a service with each claim.

	Patient	Service Start Date mm/dd/yyyy	Service End Date mm/dd/yyyy	Recurring Frequency ex: wkly/mnthly	Medical	Rx	Dental	Vision	OTCS Non-Drug	OTCD* Drug	Mileage \$0.17 per mile**	Amount
1.												
2.												
3.												
4.												
5.												
<b>Total Health Care Expenses Requested</b>												

## ORTHODONTIA ONLY \*Contract and Proof of Payment Necessary

Banding Date (when appliance were applied):		Recurring Frequency	
For full initial payment, list full cost (\$):		*Full Amount eligible for reimbursement*	
For installment plan, list installment amount (\$):		*Monthly installment amount eligible upon each due date*	

\*Please arrange documentation in order listed above.

The undersigned participant in the Plan certifies that all expenses for which reimbursement or payment is claimed were incurred during the current period under the company's Cafeteria Plan. The undersigned participant in the Plan understands that expenses are "incurred" when a service is performed or care is provided, not when the bill is paid. The undersigned certifies that all expenses for which reimbursement or payment is claimed on this form were incurred on the dates of service stated above. The undersigned fully understands that he or she is alone fully responsible for the sufficiency, accuracy, and veracity of all the information relating to this claim and unless an expense for which payment or reimbursement is claimed is a proper expense under the Plan, the undersigned may be liable for payment of all related taxes including Federal, State, or City income tax on amounts paid from the Plan which relate to such expense.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# GUIDELINES FOR CLAIMS SUBMISSION

## THE INTERNAL REVENUE CODE PROVIDES THE FOLLOWING GUIDANCE

### MEDICAL REIMBURSEMENT

The best receipt is an Explanation of Benefits from your insurance company. If other receipts are submitted, they must show the following:

1. Who rendered the service (name and address).
2. What type of service was rendered.
3. Date Service was provided, not billing or due date.
4. Amount of Charge
5. Any insurance payment, if applicable.

Canceled checks and credit card slips are not allowable receipts. Any amount claimed which is a "Previous Balance" or "Balance Forward," etc. cannot be paid unless the information stated in items 1-5 above is shown on the receipt.

Receipts must show all expenses incurred. Any over-payment, pre-payment, etc., for which no services are listed, cannot be reimbursed.

NOTE: In order to process your claim, all 5 pieces of information must be on each receipt. This includes receipts for orthodontic services.

### OVER-THE-COUNTER (OTC) DRUGS AND OTHER OTC ITEMS

Receipts must show the following information:

1. When and Who Sold the product (date, name, and address).
2. Type of OTC purchased. Must show product or brand name.
3. Amount of charge.

NOTE: Every claim requiring a prescription or letter of medical necessity to be eligible must be attached for each submitted claim. Prescriptions or letters of medical necessity are not kept on file.

### MILEAGE REIMBURSEMENT

Mileage incurred to and from your home or office to receive medical care is reimbursable through the FSA at the rate of \$ 0.17 per mile. If rate has changed, amount will be adjusted at processing. Mile claim must include substantiation. (i.e. provider invoice, receipt, ect.)

### DEPENDENT CARE REIMBURSEMENT

All receipts must show the following information:

1. Who rendered the service (name and address).
2. What type of service was rendered.
3. Date of original service, not a billing date.
4. Amount of charge.
5. Federal ID number (facility) or social security number (individual)



If your daycare facility does not provide a copy of a valid receipt, then you may have the provider sign off on this claim form attesting to the validity of these charges. Canceled checks and credit card slips are not allowable receipts.

## **RECURRING EXPENSE**

Recurring expenses can be requested upfront and auto paid as services are rendered.

Examples of expenses considered as recurring:

1. Daycare
2. Prescriptions
3. Therapy
4. Orthodontics

The best documentation for recurring expenses is a service agreement or payment plan. The documentation provided must show:

1. Who rendered the service (name and address).
2. What type of service was rendered.
3. Date service was provided, not billing or due date.
4. Amount of Charge
5. Any insurance payment, if applicable
6. Frequency and duration of recurring expense

Note: The participant is responsible for maintaining receipts for recurring expenses even though the receipts are not being submitted. The participant is also responsible to notify Paylocity if recurring expense is not incurred according to original documentation submitted.

## **TO SUBMIT A CLAIM:**

Please review claim guidelines on the back of this sheet before submitting. Submit your claim electronically through the Employee Portal

Submit your medical or dependent care claim on our mobile app, (available on App Store or Google Play), or

Send your claim form along with all supporting documentation directly to Paylocity via a secure email: [batinfo@paylocity.com](mailto:batinfo@paylocity.com), fax: 314.909.6983 or mail: 10805 Sunset Office Drive, Ste. 401, St. Louis, MO 63127

Please do not submit a claim for reimbursement if you used your Debit Smart Card. Paylocity issues checks on Thursday for all claims processed by Tuesday at 3:00 p.m. CST.

\*\*Mileage to and from provider to your home. If rate has changed, amount will be adjusted at processing.