1550 Liberty Ridge Drive, Suite 330 Wayne, PA 19087
Phone: 866.857.8182 Fax: 844.791.8315 Email: EBMS_receipts@alegeus.com

Request for Flex/DCA Reimbursement

Employer Name		Employer Group Number
Employee's Last Name	First Name	Employee's ID Number
Address		E-mail Address

Healthcare Expenses

Date of Service	Provider	Description of expenses (office visit, co- pay, prescription, etc.)	Patient Name	Amount Requested
				$
				$
				$
				$
				$
		Total amount requested		$

You must include supporting documentation from the provider so that your claim can be processed in a timely manner. The best documentation will always be an insurance explanation of benefits (EOB). We will also accept documentation that legibly shows the patient's name, date of service, service provider name, total amount owed (including insurance amounts if applicable), and the eligible service or product. Prescription claims require the RX tag that includes the fill date, RX number, patient name and the amount owed or a printout from the pharmacy. ***Note: Credit card receipts, balance due statements, cancelled checks and "estimated" insurance references are not acceptable forms of documentation.***

Dependent Daycare Expenses

Name of dependent	Date of birth	Daycare Provider Name & Tax ID number	Dates of Service	Amount Requested
				$
				$
				$
		Total amount requested		$

Participants must submit a copy of the receipt or bill for dependent care service detailing the name, address, and tax ID/SSN of the provider, as well as dates of service being claimed. Receipts are not necessary if the provider has signed the Request for Flex Reimbursement Form. ***Note: The tax identification number or Social Security number of the provider is required on all submissions.***

Daycare Provider's Signature:_____Date: _____

To the best of my knowledge and belief, my statements in the Request for Flex Reimbursement are complete and true. I am claiming reimbursement only for eligible expenses incurred during the applicable plan year and for eligible plan participants. The expense(s) listed has not been reimbursed or is not reimbursable under any other health plan coverage and will not be claimed as an income tax deduction. I authorize my Flexible Spending Account be reduced by the amount requested above.

Employee's Signature: _____Date: _____