

FLEXIBLE SPENDING ACCOUNT MEDICAL REIMBURSEMENT ACCOUNT CLAIM FORM

COMPANY NAME: _____

EMPLOYEE NAME: _____

ID NUMBER: _____ - _____

ADDRESS: _____

Check if Name Change
 Check if Address Change
 EMAIL-fsa@groupadministrators.com

SEND CLAIMS TO:
 Group Administrators, Ltd.
 Attention: FSA Administration
 915 National Parkway, Suite F
 Schaumburg, Illinois 60173

Telephone: (847) 519-1880
 Fax: (847) 519-1979

EXPENSES TO BE REIMBURSED: (Please Itemize)

Date Medical Service Actually Provided	Provider Name or Facility of Service	Patient Name/ Relationship	Total Expense	Amount Paid by Insurance or Other Plan	Reimbursement Requested
1.			\$	\$	\$
2.			\$	\$	\$
3.			\$	\$	\$
4.			\$	\$	\$
5.			\$	\$	\$
6.			\$	\$	\$
				Total Requested	\$

*******The following section MUST be completed by the employee.*******

EMPLOYEE CERTIFICATIONS & REQUIREMENTS FOR REIMBURSEMENT:

- _____ I have insurance coverage through a group or private plan and my explanation of benefits or denial(s) is enclosed indicating what insurance is not paying. **THIS INFORMATION MUST BE INCLUDED IF YOU HAVE ANY INSURANCE COVERAGE. Canceled checks or balance due receipts are not acceptable.**
- _____ I am covered by an HMO Plan and my itemized paid receipts are attached for just my co-pay amount.
- _____ I am covered by a PPO or POS Plan. I have attached my itemized paid receipt for the co-pay amount(s) or I have attached my EOB for charges above the co-pay amount.
- _____ I have no insurance coverage, at all, for the above expense(s). I have attached the itemized bill and paid receipt. (i.e. vision)
- _____ Orthodontia Expenses. I have included my itemized paid receipt. If I have Orthodontia Insurance I have also included my most recent explanation of benefits.

I hereby certify that my request for reimbursement applies to claims for legitimate expenses incurred on the dates noted. I will not request reimbursement for these expenses from any other plan, and I will not claim these expenses on my income tax return to the extent I am reimbursed from my Spending Account.

SIGNATURE: _____

DATE: _____ / _____ / _____