

FLEX CLAIM FORM

You must complete, sign, date, and submit a claim form with each batch of receipts submitted.

Employer _____ Submitted for Plan Year ____/____/____ - ____/____/____

Employee _____ SSN ____/____/____

Phone # _____ Email Address _____

Check here and complete below **ONLY** if this is a new address.

Number/Street

City

State

Zip

Non-reimbursed Medical Expenses

Please initial here if the receipts you are submitting with this claim form have not been reimbursed or will not be reimbursed under any other health plan coverage (true out-of-pocket expense) _____. Your initials here, plus your signature at the bottom of this claim form, will allow us to reimburse your claim without an Explanation of Benefit.

of Non-reimbursed receipts submitted _____ Total \$ amount of receipts submitted \$ _____

Dependent Daycare Expenses Attach a copy of your receipt to a completed claim form *OR* have the dependent daycare provider complete and sign below (original signature required).

Dependent's name _____ Date of Birth ____/____/____

Dependent Daycare Provider _____ Tax ID or SSN _____

Date of Service ____/____/____ through ____/____/____ Amount \$ _____

Dependent Daycare Provider Signature

Date

of Dependent Daycare receipts submitted _____ Total \$ amount of receipts submitted \$ _____

I hereby certify that all expenses for which reimbursement or payment is claimed by submission of this form were incurred during a period while I was covered under the Company's Cafeteria Plan with respect to such expenses and that the medical expenses have not been reimbursed and will not be reimbursed under any other health plan coverage. I further certify that such items will not be deducted or taken as tax credits on my personal federal and state income tax returns for any year. I fully understand that I am responsible for the sufficiency, accuracy, and veracity of all information relating to this claim which is provided by me, and that unless an expense for which payment or reimbursement is claimed is a proper expense under the Plan, I may be liable for payment of all related taxes including federal, state, or local income tax on amounts paid from the Plan which relate to such expense.

Employee's Signature

Date

Submit claim form with receipts to:

Flexible Benefits Plan

National Benefit Administrators, Inc.

PO Box 690903

Charlotte, NC 28227-7016

Phone (704) 844-2966

(800) 482-6736

Fax (704) 815-2195