

Read Carefully -- Flex Claim Filing Guidelines

Who can submit receipts for reimbursement?

Only employees participating in the Flexible Benefits Plan can file a reimbursement claim form. However, eligible expenses for eligible dependents of an employee can be filed for reimbursement. Total eligible expenses will be reimbursed unless you indicate otherwise.

Active employees can file a claim during the Plan year and for an established period of time after the end of the Plan year if allowed by the Plan. See your Summary Plan Description for details.

Terminated employees can file a claim for an established period of time after date of termination, if allowed by the Plan. See your Summary Plan Description for details.

What expenses can be claimed?

Only expenses incurred during the Plan year (or during the grace period, where applicable) can be claimed for reimbursement. You will need to complete separate claim forms if you are submitting claims for different Plan years.

How do I complete a Claim Form?

Complete all the information on the claim form.

You must sign and date the claim form.

Attach a copy of an itemized bill, explanation of benefits (EOB), itemized invoice, or detailed written statement from a third party, which supports each reimbursement request.

How do I request changes in Plan participation?

You can make a change to your original Plan year election **only** if you have a change of status. You must notify your Human Resources Department of your request for change. You have a specific number of days in which to make notification. See your Summary Plan Description for more information regarding election changes.