



Reimbursement Request Form

Please Complete All Information And Attach Itemized Documentation For Each Expense Listed

Benefit Year: _____
 Employer: _____
 Social Security Number: XXX - XX - _____
 First Name: _____ MI: _____ Last Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Daytime Phone: (____) _____ E-mail: _____

Unreimbursed Medical/Dental Expense (for you, your spouse and your dependents)

Date(s) of Service (MM/DD/YY)	Person for Whom Expense Incurred	Expense Description	Name of Service Provider	Net Amount*
1				
2				
3				
4				
5				
6				

Note: If you need additional space, attach a separate sheet of paper.

Total Unreimbursed Medical/Dental Expense Claimed

**Net amount is the amount of the claim not reimbursed to you through another plan; i.e. health or dental insurance.*

Unreimbursed Dependent Care Expense (Daycare Expenses)

Period Covered from (MM/DD/YY) to (MM/DD/YY)	Name of Dependent	Identify below the Provider Name, Tax ID and Signature OR attach a receipt from the Provider with the Provider Name, Tax ID and Signature. The information is required with each submission.	Actual Amount Incurred
7			
		Provider Signature -	
8			
		Provider Signature -	
9			
		Provider Signature -	

Total Unreimbursed Dependent Care Expense Claim

Note: If same Dependent Care Provider for each claim listed above, signature is required only once.

Read Carefully

The undersigned participant in the plan certifies that all expenses for which reimbursement of payment is claimed by submission of this form, were incurred during a period while the undersigned was covered under the company's cafeteria plan. The undersigned fully understands that he/she alone is responsible for the sufficiency, accuracy, and veracity of all information relating to this claim which is provided by the undersigned and that, unless an expense for which payment of reimbursement is claimed is a proper expense under the plan, the undersigned may be liable for payment of all related federal, state, or city income tax on amounts paid from the plan which relate to such expense.

 Employee Please Sign Here

 Date