

FLEXIBLE SPENDING ACCOUNT REIMBURSEMENT REQUEST



Please mail, email or fax your claims to: Benefit Coordinators Corporation (BCC)
 100 Ryan Court, Suite 200 Pittsburgh, PA 15205-1324 | Fax: 412-276-7185 / Telephone: 800-685-6100
 Visit our homepage at www.benXcel.com for Easy-to-Access forms!
 You may also scan or convert your documents to a PDF file and e-mail to: fsa-claims@benxcel.com

EMPLOYER: _____	GROUP NUMBER: _____	Number of Pages (including receipts): _____
EMPLOYEE NAME: _____		Last Four Digits of SSN: _____

YOUR ADDRESS: Please check if this is a change in address since you last submitted a claim.

Street _____

City _____ State _____ Zip _____

NOTE: If your request is missing any vital information, BCC will send you an Explanation of Benefits (EOB) denying your request with an explanation of the additional information necessary to complete the reimbursement process. Also, it's imperative you sign your form to avoid having your request denied. For a detailed explanation of how to submit a claim for reimbursement, visit www.benxcel.com and read "Submit healthcare claim" and "Submit dependent claim" under our Forms and Brochures section. Please include copies of ALL receipts and documentation with this form.

HEALTH CARE ACCOUNT EXPENSES					
If a health care charge is eligible for full or partial reimbursement from an insurance carrier, the charge must be submitted to all applicable insurance carriers before this plan can make payment. Once the claim has been processed by your insurance carrier, attach your Explanation of Benefits statement (EOB) with an itemized receipt. If the charge does not need to be submitted to the insurance carrier (office visit copays, prescription copays, eligible over-the-counter drugs, etc.) attach your itemized receipt. Do not attach checks or credit card receipts, as the IRS does not recognize these items as valid receipts for this program.					
DATE OF SERVICE	NAME OF SERVICE PROVIDER	EXPENSE DESCRIPTION	RECIPIENT OF SERVICE	RELATIONSHIP TO EMPLOYEE	NET AMOUNT
/ /					\$
/ /					\$
/ /					\$
/ /					\$
/ /					\$
/ /					\$
/ /					\$
TOTAL (required):					\$

DEPENDENT CARE ACCOUNT EXPENSES	
Attach a copy of the invoice and receipt. Provider's signature is required if there is not a receipt attached.	
Provider Name: _____	SS# / TIN#: _____
Address: _____	
City: _____	State: _____ Zip: _____
Dependent Name	Dependent Date of Birth: _____
Date(s) of Dependent Care Coverage: _____	Provider Signature
Total Claim: _____	(In lieu of receipt): _____

To the best of my knowledge and belief, my statements in this Request for Reimbursement are complete and true. I am claiming reimbursement only for eligible expenses incurred during the applicable plan year and for eligible plan participants. I certify that these expenses have not been previously reimbursed under this or any other benefit plan, and will not be claimed as an income tax deduction. I authorize my Flexible Spending Account to be reduced by the amount requested.

EMPLOYEE SIGNATURE (Required)

DATE