HEALTHCARE FLEXIBLE SPENDING ACCOUNT (FSA) CLAIM FORM

INSTRUCTIONS

Send completed, signed form with all supporting documentation to:

Email: SpendingAccountProcessing_Receipts@alegeus.com

or

Fax: (855) 898-2715

or

Mail:
Spending Account Processing
PO Box 162177
Altamonte Springs, Florida 32716

If you have any questions, contact your Member Advocate Team number located on the back of the Member ID Card.

EMPLOYEE INFORMATION *(*required fields)*

*Name:	*SSN:
Address:	City, State Zip:
Email:	*Phone:

UNREIMBURSED HEALTHCARE FSA EXPENSES *(attach supporting documentation)*

Does your receipt include all of the following?
- Provider's name & address - Service description - Date of service - Patient's name - Amount billed

******CREDIT CARD RECEIPTS ARE NOT ACCEPTABLE******

Person for Whom Expense Was Incurred	Date(s) of Service	Name of Service Provider	Description of Services	Amount
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
		Total Unreimbursed Healthcare FSA Expenses		**$**

PARTICIPANT AGREEMENT *(*required fields)*

The above is a true and accurate statement of all expenses incurred by my eligible dependents or me on the date(s) indicated, and I will not seek reimbursement from any other plan including a spending account. I understand that I cannot claim any reimbursed expenses on my income tax return, and that I may be liable for payment of all related taxes including Federal, State, or City income tax and any associated penalties on the amounts paid for any expense improperly claimed under the provisions of this plan.

_____ _____

*Participant Signature Date Signed