Flexible Benefit Plan Claim Form

ACCOUNT HOLDER INFORMATION:
Name of Employer: Oberlin College
Employee Name:
Social Security Number:
Day Time Phone Number:

Please reimburse the following Medical and/or Dependent Care expenses as covered under the Flexible Spending Account Plan.

Dependent Care Flexible Spending Account Claims:

Name of Dependent(s)	*Period Covered*	*Name, Address, & Tax ID Number*	*Amount*
		Total Dependent Care Claim	**$**

Flexible Spending Accounts:

Date Expense Incurred	*Name of Service Provider*	*Person For Whom Expense Incurred*	*Expense Description*	*Amount*
			Total Medical Claim	**$**

A detailed receipt including the merchants name, date of purchase, product name and the amount paid for the item must accompany any claim.

• You are responsible for determining the validity of each item to be reimbursed; it is not the responsibility of your Employer or the administration company.
• These items cannot be reimbursed under any other plan.
• Supporting documentation must be attached to validate all reimbursement requests.
• Documentation must be a copy of the bill, explanation of benefits (EOB) or receipt which provides date of service or date of purchase.
• For Over The Counter (OTC) expenses to be reimbursed you must submit a detailed receipt including the merchants name, date of purchase, product name and the amount paid for the item.
• Medical Care Expenses reimbursed by this Plan cannot be claimed as deductions on your personal income tax return.
• Child Care Expenses cannot be reimbursed in excess of $5,000 per year. Child care expenses reimbursed by this Plan cannot be claimed as a credit on your personal income tax return.

Employee's Signature: X _____ **Date:** _____

Fax to: 216-642-4863
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