Form Provided by: Steve Elrod & Associates, Inc.
Request for Reimbursement
CLAIM FORM

EMPLOYER	

NAME:	Last	First	MI	SS#	
ADDRESS:	Street	City	State ZIP	PHONE	( )

☐ **Please check if this is a new address**

Please read the Reimbursement Account Rules and Claim Filing Instructions before completing this claim.

* Information below must be completed

MEDICAL EXPENSE CLAIMS

Date of Service MM/DD/YY	Patient Name	Patient's SS#	Relationship	Name of Provider	Description of Service	Claim Amount
						$
						$
						$
						$
						$
						$
						$
						$
					Total:	$

DEPENDENT CARE CLAIMS

Date of Service From	To	Dependent Name	Age	Dependent Care Provider Name	Dependent Care Provider Address	Provider Tax Id#/SS#	Claim Amount
							$
							$
							$
							$
						Total:	$

INDIVIDUALLY OWNED HEALTH INSURANCE CLAIMS

Premium Expense From	To	Name of Person Premium Covers	Insurance Carrier Name	Description of Policy	Claim Amount
					$
					$

EMPLOYEE'S CERTIFICATION FOR REIMBURSEMENT

I certify that the expenses for reimbursement requested from my accounts were incurred by me (and/or my spouse and/or eligible dependents), were not reimbursed by any other plan, and, to the best of my knowledge and belief, are eligible for reimbursement under my Reimbursement Plans. I (or we) will not use the expense reimbursed through this account as deductions or credits when filing my (our) individual income tax return.

Any person who knowingly and with intent to injure, defraud, or deceive any insurance company, administrator, or plan service provider, files a statement of claim containing false, incomplete or misleading information may be guilty of a criminal act punishable under law.

Employee Signature:_____ **Date:** _____ /_____ /_____

FOR FASTEST REIMBURSEMENT, FAX TO (866) 729-3539 OR (256) 399-0264
OR MAIL TO: VOLUNTARY BENEFITS ADMINISTRATORS, INC.
P.O. BOX 349 , GADSDEN, AL 35902