

FSA

Reimbursement Request Form

Employer		Employee Day Time Phone #			
Employee Last Name		First Name	Employee SS#		
Employee Street Address		<input type="checkbox"/> <input type="checkbox"/> Check this box if new mailing address		City	State
Expenses Incurred by		Relationship to Employee			

ITEMS REQUIRED WHEN SUBMITTING THIS FORM:

- (1) Complete all pertinent information in the spaces provided, sign, date & return to ASI. Our contact information is below.
- (2) Attach an itemized statement or receipt to support requested reimbursement(s).
- (3) Your statement or receipt **MUST** include: Date of Service, Description of Expense & Amount of Expense. Provider's Tax ID# or Certification # must be clearly listed for approval.

DATE OF EXPENSE:	EXPENSE TYPE:	REQUESTED AMOUNT:
<input type="checkbox"/> UNREIMBURSED / MEDICAL RELATED		
Month/ Date/ Year	1.	\$
Month/ Date/ Year	2.	\$
Month/ Date/ Year	3.	\$
SUBTOTAL OF MEDICAL RELATED EXPENSE		\$
<input type="checkbox"/> DEPENDANT DAY CARE		
Month/ Date/ Year	1.	\$
Month/ Date/ Year	2.	\$
SUBTOTAL OF DEPENDANT DAY CARE REQUESTED		\$

Dependant Day Care: Complete this section in lieu of statement or receipt for Dependant Care.

Provider's ID#:		Provider's Address:	
DEPENDANT NAME:	DATE OF SERVICES:	AMOUNT BILLED OR RECEIVED:	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Dependant Care Provider Name	Signature of Provider	Signature Date	

The undersigned participant in the Plan certifies that all expenses, for which reimbursement or payment is claimed by submission of this form, were incurred during a period while the undersigned was covered under the Plan with respect to such expenses; and that such expenses have not been reimbursed, or are not reimbursable, under any other benefit plan coverage. The undersigned fully understands that he or she alone is responsible for the sufficiency, accuracy, and authenticity of all information relating to this claim which is provided by the undersigned, and that unless an expense for which payment or reimbursement is claimed is a proper expense under the Plan, the undersigned may be liable for the payment of all related taxes including federal, state, or city income tax on amounts paid from the Plan which relate to such expense.

Plan Participant's Signature

Signature Date

