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## How to File a Limited Flexible Spending Account Claim

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- **Step One**
  - Complete the Employee Information Section of the claim form.
- **Step Two**
  - Complete the section titled List of Reimbursable Expenses
- **Step Three**
  - Sign and date the section titled Authorization
- **Step Four**
  - **Attach one or both of the following as supporting documentation to your claim**
    - ❑ **Fully Itemized Bills** including dates of service, name of claimant, type of service, and cost of service, from doctor, dentist, pharmacy, or other provider of service, showing any third party payment made on account.
    - ❑ **Explanation of Benefits** indicating deductible, co-insurance, and ineligible amounts not covered by any health plan under which you and/or your eligible dependents are covered.
  - **Under a Limited Flexible Spending Account** reimbursements are generally limited vision and dental expenses such as routine eye exams, eye glasses, contact lenses, dental exams and orthodontics, based upon an Orthodontic contract.

*Note: Services will not be reimbursed based upon an Insurance estimate, or prior to services being rendered.*

- **Step Five**
  - Retain copies of the entire claim form and supporting documentation for your records. Documents submitted will not be returned to you.
- **Step Six**
  - Fax the fully completed Spending Account Claim Form and supporting documentation to fax number 800-595-4642.
  - The forms and supporting documentation may also be mailed to:

**Spending Account Service Center  
FSA Claims Processing  
2300 Renaissance Boulevard  
King of Prussia, PA 19406**

*\*Please file your claim promptly, within the plan year in which charges were incurred, if possible. It is not necessary to accumulate your claims and submit only at year-end. Promptly submitting claims allows additional information to be requested of you as soon as possible.*

**Please visit [www.EnrollOnline.com](http://www.EnrollOnline.com)<sup>TM</sup> to view your claim and check status. Access information is provided on your Welcome Letter.**

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For more information regarding eligible expenses under your Spending Account, please refer to IRS Publication 502 or The Eligible Expense Guide, both of which can be found on [www.EnrollOnline.com](http://www.EnrollOnline.com).

**For questions regarding Flexible Spending Accounts, please call us at 800-580-6854.**