

ERISA ADMINISTRATIVE SERVICES, INC.

HEALTH FSA REIMBURSEMENT CLAIM FORM

PERSONAL DATA (Please Print)

<i>Last</i>	<i>First</i>	<i>MI</i>	<i>SSN (Last 4)</i> XXX-XX-	<i>Employee ID</i>
<i>Address</i>		<i>City</i>	<i>State</i>	<i>Zip</i>
				<i>Plan Year</i>

You must provide a receipt showing the date of service, amount of service, description of service, name of service provider, and name of patient or other evidence the expense was incurred (such as an EOB from your insurance provider). If this form is incomplete your claim could be denied. Print or type the information requested, then sign and date the form.

Name of Medical Provider (Doctor, Pharmacy, etc.)	Date of Service*	Patient Name	Relationship (Self, Spouse, Child)	Amount that is your responsibility	General Medical Expense Description (Must attach prescription for OTC Medication)
1				\$	
2				\$	
3				\$	
4				\$	
5				\$	
6				\$	
7				\$	
8				\$	
9				\$	
↑				Total Medical Amount Requested →	\$

Please arrange documentation in order listed above.

*Claims for future services will not be accepted.

I request payment from my **Health Flexible Spending Account (FSA)** as indicated above for the expenses listed. I certify that all expenses for which reimbursement is claimed by submission of this form were incurred during a period while I was enrolled in the employer's FSA with respect to such expenses and that the expenses have not been reimbursed and reimbursement will not be sought from any other source. I certify that these expenses will not be claimed as an income tax deduction. I fully understand that I alone am fully responsible for the sufficiency, accuracy, and veracity of all information relating to this claim which is provided, and that unless an expense for which reimbursement is claimed is a proper expense under the Plan, I may be liable for payment of all related taxes including federal, state, or local income tax on amounts paid from the Plan which relate to such expense. I am claiming reimbursement only for eligible expenses incurred during the plan year and for my eligible dependents. I authorize my FSA to reimburse me by the amount requested.

Employee Signature

Date

SUBMIT YOUR COMPLETED CLAIM FORM THROUGH YOUR ONLINE PORTAL:

BenefitsbyET.LH1ondemand.com

Mobile App: BenefitsbyET

EASI GOV FSA
1200 San Pedro Dr. NE
Albuquerque, NM 87110

Phone: (505) 216-7800
Toll Free: (855) 618-1800