

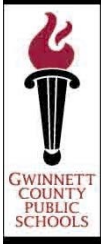
Claim Form



FAX TO
EMAIL TO

877.723.0149
MedcomReceipts@medcom.net

Don't want to fill out this form? Submit your request for reimbursement online at www.mywealthcareonline.com/medcom or through our Mobile App! Just search "Medcom" in your app store!



Employee Name (Print) _____
Social Security Number _____
Employer Name Gwinnett County Board of Education

YOUR CLAIM CANNOT BE PROCESSED IF THE FOLLOWING SUBSTANTIATION IS NOT ATTACHED

- **Medical Claims:** Most HRA Plans Require an Insurance Explanation of Benefits (EOB). While the EOB is sufficient for FSA Claims, an itemized statement is also acceptable that includes the date of service, services rendered, total charges, and patient responsibility.
- **Dependent Day Care Claims:** Invoices itemized by services incurred with the name of the Day Care Provider, Tax ID Number, services rendered, dates of service, and the name of person receiving the service. Your child's age is also required for these claims.
- **Commuter (Transit & Parking) Claims:** You must provide bills, invoices, statements from an independent third party, parking receipts, used transit passes or other evidence showing that the expenses were incurred or paid.

Please remember that you may only submit requests for reimbursement from Medcom for the benefit plans we administer on behalf of your employer. Please login to your account online at www.mywealthcareonline.com/medcom to determine the benefit plans in which you are enrolled.

Please reimburse me for:

Expenses Totaling \$ _____

Expenses Incurred by (NAME)	Check ✓			Date of Birth (Required for DCA Claims)	Provider of Service	Incurred Date	Itemize & Total Expenses	Reimburse Me From This Plan (i.e. FSA, HRA, DCA, TRN, PKG):	
	Self	Spouse	Child						
TOTAL SUBMITTED							\$		

I hereby certify that the above requested reimbursement is for eligible services received by either myself or eligible tax dependents (if any). The above expenses are not payable to me or any eligible tax dependent(s) from any other source, nor will I seek reimbursement under any other plan or source covering health benefits. If the expense(s) is for Day Care, the dependent(s) is an eligible tax dependent. I may not claim the Dependent Care Tax Credit for any reimbursement I receive from this plan.

I further certify that I understand that I must immediately repay ineligible reimbursements. If I have a debit card, it will be deactivated until the full amount of any ineligible expenses is repaid; and, future claims may be offset; or, at my employer's discretion, ineligible expenses may be payroll deducted from my paycheck. Additionally, because unsubstantiated expenses are considered ineligible expenses by IRS regulations, I understand that I am required to keep and submit receipts to substantiate expenses as requested by the claims administrator. And, I understand that funds I repay the Plan for ineligible expenses may be used for reimbursement to me for eligible expenses incurred during the applicable Plan Year.

Employee Signature _____

Date _____

Would you like this and future reimbursements direct deposited into your bank account? Sign up for direct deposit by completing the Direct Deposit Authorization form available at www.medcom.net and submit to Medcom along with a copy of a voided check.