



Flex One® Request for Reimbursement Form

Instructions: Please complete the below information in print or type.

FLEX ONE CLAIM FAX: 1.877.353.9256

- 1. Sign and date form.
- 2. "Total Dependent Care Reimbursement" requested box **must be completed**.
- 3. Medical Care "Total" requested box **must be completed**.
- 4. Receipts attached must be clear and legible.
- 5. Allow 48 business hours to check status of reimbursement request.
- 6. **Please maintain copies of all receipts for your records.**

Employee Information Check here if address change

Participant Social Security Number		Employer Name		
Last Name	First Name	Middle Initial	Participant's E-Mail Address	
Street Address	City	State	ZIP	

By submitting this claim form, I request reimbursement from my Flex One account(s) as listed below. I agree to the Terms and Conditions outlined in my employer's Summary Plan Description. I certify and warrant to Aflac that these are eligible medical and/or dependent care expenses that I or my dependents have incurred, are not cosmetic in nature and cannot be reimbursed from any other source. I will maintain copies of all documentation for my records.

Participant Signature: _____ Date: _____

Dependent Daycare Claim Information

For Dependent Daycare expenses that allow you and your spouse, if applicable, to work. You may file your claim in one of the following ways:

OPTION 1 must include:

–OR–

OPTION 2 must include:

- 1. Date(s) of Service (only services received; no future dates)
- 2. Reimbursement Requested (This amt is = to or < than amt charged)
- 3. Name and Age of the dependent receiving care
- 4. Provider Name, phone number and dated signature

Name / Age of Dependent Receiving Care	Date(s) Services Were Provided	Amount Requested
/	____/____/____ - ____/____/____	
/	____/____/____ - ____/____/____	
/	____/____/____ - ____/____/____	

Total Dependent Care Reimbursement Requested

\$ _____

Dependent Care Provider Business Name: _____ Phone Number: _____

Provider Signature: _____ Date: _____

Medical Care FSA Claim Information

For Medical Care expenses, an Explanation of Benefits (EOB) from your insurance company or other receipt(s) must be submitted. *The EOB and/or attached bills must contain the following items in order to be processed and approved:*

- 1. Patient Name
- 2. Service Provider
- 3. Description of Service
- 4. Date(s) service was provided
- 5. Amount/Copay

• List each receipt separately in the space(s) below • Use additional forms if necessary • A Total **must** be indicated in the Total block below
• Use the Provider Certification space below only if no receipt is attached • Do not indicate "see attached" in the spaces below

FSA Card Receipt	Patient Name	Service Provider	Description of Service	Date Service Was Provided	Requested Amount
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Provider Certification

TOTAL \$

In lieu of receipts or EOB(s) the provider of the service can certify that the above listed medical care expenses have been incurred and only incurred by either the participant or their dependents. Any other expenses must have receipts or a separate completed form. Failure to complete all items will result in an invalid claim request.

Provider Name and Address: _____ City: _____ State: _____ ZIP: _____

Provider Signature: _____ Date: _____

I certify that the Medical Care Expenses listed above were incurred by the Patient named above.