Dependent Care Flexible Spending Account Form

How to file a claim:

Online: The fastest way to receive reimbursement for your completed claim is through the web or MyChoice[®] Mobile App. Reimbursement for completed claims submitted via web or mobile app is processed within 2 – 3 business days.

Via email, mail or fax: Fill out your form electronically and submit via email, mail or fax. Completed claims submitted via email, mail or fax may take up to 7 – 10 business days to process.

- Email: claims@mychoiceaccounts.com
- Mail: MyChoice Accounts, MSC 345475, PO Box 105168, Atlanta, GA 30348-5168
- **Fax**: 855-883-8542

Instructions for filling out this form:

Complete each section completely. If filling out by hand, use black or blue ink and CAPITAL letters.

Use documentation to complete each section of the form.

- A DEPENDENT TYPE
- **B** DEPENDENT NAME
- **G** SERVICE START AND END DATE
- D AMOUNT SUBMITTED FOR CLAIM
- DEPENDENT CARE PROVIDER SIGNATURE (not required if sufficient documentation is provided)

SECTION 1: YOUR INFORMATION		
O MEMBER SOCIAL SECURITY NO. or O EMPLOYEE ID (<i>Required, No Dashes</i>)		
1 2 3 4 5 6 7 8 9	ACME COMPANY	
MEMBER LAST NAME (Required)	MEMBER ZIP CODE (Required)	
	90012	
MEMBER EMAIL	MEMBER DATE OF BIRTH (MM/DD/YYYY) (Required)	
SSMITH@ACME.ORG	12041992	
MEMBER DAYTIME TELEPHONE NUMBER (Area Code First, No Dashes) 4 9 0 1 0 5 5 6 8 7		
SECTION 2: YOUR DEPENDENT CARE EXPENSES		
SERVICE START DATE (MM/DD/YY) AMOUNT		
A child adult senior 0 2 0 1 2	2 \$ 3 2 3 1 9	
B DEPENDENT NAME SERVICE END DATE (MM. 0 2 1 2	2 2	
DEPENDENT CARE PROVIDER SIGNATURE Robert Doe	DATE (MM/DD/YY) 0 5/17/22	
DEPENDENT CARE PROVIDER TAX ID 0 5 6 7 0 5 1 8 6		

Submitting a completed claim:

To ensure your claim is complete, and can be processed as quickly as possible, provide all information as required in Your Information section, and all necessary information as required for a claim being submitted for your eligible dependent(s). **If any of the required documentation or information is missing, your claim will not be complete and may be delayed in processing.**

Below are 5 pieces of information that must be included in the documentation submitted with your claim:

- 1. Name of dependent(s) for whom the expense was incurred
- 2. The date the expense was incurred (not the date paid and no future dates)
- 3. The name of service provider
- 4. A description of the service and/or expense
- 5. The amount of the expense for which you are responsible

Note: If submitting a claim for the entire calendar year, please enter the start date as the first date claim will be incurred and end date as the last date of services provided. Claim will be prorated over the service period and paid out as contributions are reported.

Members can submit dependent care flex spending account claims for the following under IRS Code Section 132: A "qualifying child or dependent" is someone whose principal place of abode is with you; who is under age 13, or physically/mentally incapable of caring for him/herself and doesn't have income in excess of IRS tax code.

Examples of qualifying expenses

- 1. Child care services while you are working, such as preschool or daycare expenses, before and after school programs, day camp or care of disabled or senior live-in dependents.
- 2. Child/Dependent Care—If your provider can sign and provide tax ID on the request form you will not be required to submit additional documentation.

Please Note: Canceled checks, credit card receipts and balance forward statements are NOT acceptable forms of documentation.



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SECTION 1: YOUR INFORMATION	
MEMBER SOCIAL SECURITY NO. or EMPLOYEE ID (<i>Required, No Dashes</i>)	
MEMBER LAST NAME (<i>Required</i>)	MEMBER ZIP CODE (<i>Required</i>)
MEMBER EMAIL	MEMBER DATE OF BIRTH (MM/DD/YYYY) (<i>Required</i>)
MEMBER DAYTIME TELEPHONE NUMBER (Area Code First, No Dashes)	
SECTION 2: YOUR DEPENDENT CARE EXPENSES	
SERVICE START DATE	(MM/DD/YY) AMOUNT
CHILD ADULT SENIOR	\$
DEPENDENT NAME SERVICE END DATE (MM	I/DD/YY)
CHILD ADULT SENIOR	\$•
DEPENDENT NAME SERVICE END DATE (MM	I/DD/YY)
SERVICE START DATE	(MM/DD/YY) AMOUNT
CHILD ADULT SENIOR	\$
DEPENDENT NAME SERVICE END DATE (MM	
DEPENDENT CARE PROVIDER SIGNATURE	DATE (MM/DD/YY)
SECTION 3: CERTIFICATION	
By submitting this form, I certify that:	
 The information contained within the form is correct and is not a duplicate of a previously for these expenses from my accounts 	-
by any other plan. • Any expenses submitted on behalf of dependent, qualifying relative or adult child are	
the guidelines for adult dependent children or my employer's plan.	
I understand that: Reimbursement is not a guarantee that this payment is tax-free. 	
Expenses reimbursed through this account cannot be used as a deduction on my per	
I hereby authorize release of payment from my MyChoice Account. I hereby authorize E necessary information from my service providers to consider my claim for reimbursements	
my choice	
	MCA-DCFSA

Accounts