EMPLOYER NAME:

Flexible Spending REIMBURSEMENT REQUEST FORM



(For Healthcare Flexible Spending Account (FSA) Qualifying Medical Expenses)

NOTE: This form MUST be completed to receive reimbursement for out-of-pocket medical expenses for your Flexible Spending Account(s).

These services MUST have been incurred during the current Plan Year. An itemized copy of the provider's itemized bill or your insurance company's "Explanation of Benefits" verifying the date and the cost of service MUST be attached to this form. Your claim will not be processed until these items are received by Tall Tree Administrators. Credit card receipts or cancelled checks cannot be accepted.

PLEASE COMPLETE ENTIRE FORM. PRINT OR TYPE (USE ADDITIONAL SHEETS IF NECESSARY)

RETURN COMPLETED FORM AND ALL DOCUMENTATION TO: Tall Tree Administrators

11550 South 700 East Suite 200

PLAN YEAR:

Draper, UT 84020

Scan and email to: FLEX@TALLTREEHEALTH.COM

or Fax to: 801.274.8900

EMPLOYEE NAME: LAST **FIRST** ΜI SOCIAL SECURITY NUMBER: **EMPLOYEE HOME ADDRESS:** NUMBER AND STREET STATE 7IP CITY □CHECK HERE IF THIS IS A CHANGE IN ADDRESS **EMPLOYEE E-MAIL: EMPLOYEE DAY PHONE: (** IS A SPOUSE AND/OR DEPENDENT INCLUDED **INDICATE WHICH COVERAGES YOU HAVE:** ☐ YES □ MEDICAL □ NO **UNDER THIS COVERAGE?:** (CHECK ONE) (CHECK ALL THAT APPLY) ■ DENTAL □ VISION **UNREIMBURSED MEDICAL EXPENSES** (QUALIFYING MEDICAL EXPENSE FOR YOU OR ANY TAX DEPENDENT) See IRC Section 213 for qualifying Healthcare expenses or consult your tax advisor for more information SERVICE PROVIDER **DESCRIPTION OF EXPENSE** AMOUNT PAID DATE **RELATION TO** AMOUNT AMOUNT **EXPENSE** BY INSURANCE PAID BY YOU PAID (TOTAL (clinic, pharmacy, PARTICIPANT INCURRED doctor, store, etc.) (if any) EXPENSE) Credit card receipts or cancelled checks cannot be accepted. TOTAL REQUESTED REIMBURSEMENT AMOUNT To the best of my knowledge and belief, my statements on this Request for Reimbursement are complete and true. I understand that I am solely responsible for the validity of claims submitted to my Flexible Spending Account and/or Health Care Reimbursement Account. I am claiming reimbursement only for eligible expenses incurred by myself, spouse and/or covered dependents (for FSA reimbursement, these expenses must have been incurred during the Plan Year shown above) and certify that these expenses have not been reimbursed under this Plan or by any other source and they will not be reimbursed by any other source or insurance. I hereby authorize my Flexible Spending Account to be reduced by the amount(s) shown above. PARTICIPANT'S SIGNATURE Χ DATE