



**8220 Irving Road
Sterling Heights, MI 48312
PH# 800-521-1321 FAX# 586-693-4321**

DEPENDENT CARE REIMBURSEMENT ACCOUNT

Please print or type. Completed form must be sent in with attached appropriate documentation.

EMPLOYEE NAME	SOCIAL SECURITY NUMBER	EMPLOYER

EXPENSES INCURRED FOR:		AGE:	RELATIONSHIP TO PARTICIPANT:	
Date Incurred:	Name and Address of Provider	Provider's Taxpayer Identification Number (See #1 Below)	Location Where Services Were Provided	Amount of Charges
From:				
To:				\$
From:				
To:				\$
Proof of Expense (Check One) :				
<input type="checkbox"/> Provider Statement (attach copy)		<input type="checkbox"/> This Participant Statement (Complete all Sections of this form)		

EXPENSES INCURRED FOR:		AGE:	RELATIONSHIP TO PARTICIPANT:	
Date Incurred:	Name and Address of Provider	Provider's Taxpayer Identification Number (See #1 Below)	Location Where Services Were Provided	Amount of Charges
From:				
To:				\$
From:				
To:				\$
Proof of Expense (Check One) :				
<input type="checkbox"/> Provider Statement (attach copy)		<input type="checkbox"/> This Participant Statement (Complete all Sections of this form)		

TOTAL EXPENSE ON THIS REQUEST \$

The following conditions must be met for the expenses herein requested for reimbursement to be qualified from your Dependent Care Expense Reimbursement Account:

1. The Provider's Name and Taxpayer Identification (TIN) or Provider (SSN) Number must be provided on this form in the column indicated, if available.
2. If married, the total payments made under this and any other Dependent Care Plan in this taxable year will not exceed the lesser of your earned income during this taxable year, or your spouse's earned income during this taxable year.
3. The expenses are necessary to enable you and your spouse, if married, to work or actively search for employment. Your spouse must work outside the home, be a full-time student or be incapacitated.
4. Your dependent must be under age 13 and eligible to be claimed as a dependent on your Federal income tax return, or your dependent is physically or mentally incapable of caring for himself or herself (a disabled spouse or elderly parent, for example).
5. If services were provided outside the home, the dependent for whom services were incurred spends at least 8 hours a day in your household.
6. If services were performed in a daycare center with 6 or more children who do not reside at the center, the center must comply with all applicable laws and regulations in your state.
7. The person providing the service will not be claimed as a dependent on your income tax return for the plan year in which the service was provided.

If your spouse is a full-time student, please indicate the educational institution attended and the months of attendance: _____

Is your spouse incapacitated? Circle Yes/No

I certify that the amounts herein requested for reimbursement have been actually incurred as qualified expenses during a period while the undersigned was covered under the plan, and have not, cannot and will not be reimbursed from any other benefit plan deducted on my income tax return, nor were they previously submitted for reimbursement under this Plan. I agree to provide supplemental information to process this claim as requested by the Plan Administrator. The undersigned fully understands that he or she alone is fully responsible for the sufficiency, accuracy and veracity of all information relating to this claim.

EMPLOYEE SIGNATURE	DATE