

How to Submit a Claim for Dependent Care Accounts

We offer two easy ways for you to access your Dependent Care Account funds. **For fastest results, we encourage you to submit your claim online.**

For Dependent Care Accounts, you may only receive reimbursements for services already incurred. An expense is incurred when a service is received, not when a bill is paid. Even though your service provider may require payment at the beginning of the service period, you cannot request reimbursement until after the service is provided.

Online Claim Submission

1. **Enter Claim Information:** Log into your online account. Go to the Claim Center and select “Add New Claim” from the left-hand menu. Enter the requested information about your claim and continue through the screens to create the Claim Submission Form for that particular claim. Each Claim Submission Form has a unique bar code and should only be used to submit documentation for that claim number. Print the Claim Submission Form.
2. **Collect Documentation:** Collect an itemized statement from your dependent care provider containing the required information (Provider’s Name, Dependent’s Name, Service Period, Payment Amount and Care Being Provided). Or, ask your provider to complete the Provider Information section on the Dependent Care Account Claim and Provider Documentation Form (included in this document).
3. **Submit Documentation:** Fax the Claim Submission Form and the required documentation to (866) 879-0812. When you fax the form and supporting documentation, there is no need to follow up with a hard copy in the mail. Remember to keep the original claim form and supporting documents for your records.

Paper Claim Submission

1. **Enter Claim Information:** If you are unable to access the Internet, complete the Dependent Care Account Claim and Provider Documentation Form (included in this document).
2. **Collect Documentation:** Ask your provider to complete the Provider Information section on the form as documentation. Or, collect an itemized statement from your dependent care provider containing the required information (Provider’s Name, Dependent’s Name, Service Period, Payment Amount and Care Being Provided).
3. **Submit Claim and Documentation:** Fax the form with receipts and required documentation to (866) 879-0812. When you fax the form and supporting documentation, there is no need to follow up with a hard copy in the mail. Remember to keep the original claim form and supporting documents for your records.

If you choose to mail your form and documentation instead of faxing, the address is:

Claims Department
307 International Circle, Suite 200
Hunt Valley, Maryland 21030

Dependent Care Account Claim and Provider Documentation Form

Use this form to submit your claims for reimbursement of eligible dependent care expenses.

- You may only receive reimbursements for services already incurred. An expense is incurred when a service is received, not when a bill is paid. Even though your service provider may require payment at the beginning of the service period, you cannot request reimbursement until after the service is provided.
- Complete all entries on this submission form. Please print or type.
- Sign and date this form.
- Fax or mail it, along with any additional required documentation, to the claims department. (See submission instructions below).

Personal Information	
Name of Employer	Claim # (if claim has already been entered online)
Employee Name (last name, first name)	Social Security Number

Provider Certification or Documentation Required
<p>You may either have your provider complete this section or you may submit documentation with this form. If submitting documentation, attach a copy of an itemized statement from your caregiver. The caregiver's statement must include the caregiver's tax ID, dates of service and amount charged. Cancelled checks, credit card receipts or balance forward statements are not acceptable.</p> <p>Provider Name: _____ Provider Address: _____</p> <p>Provider Certifies: • I am a qualified care provider. • I provided care as noted above and charged the amount listed.</p> <p>Provider Signature _____ Date _____</p>

Claim Details						
Service Start Date	Service End Date	Dependent's Name	Relationship to Employee	Name of Provider	Description of Service	Amount Requested
Total						\$

Authorization and Certification
<p>Read carefully: This claim will not be processed without your signature.</p> <p>I certify that these expenses have been incurred by my eligible dependent. The expenses have not been reimbursed and are not reimbursable under any other plan, such as an individual policy or my spouse's or dependent's plan. I understand that any amount reimbursed may not be used to claim any federal income tax deduction or credit on my or my spouse's income tax return. Dependent care expenses qualify if they are for the care of my children under age 13 or my other dependents who are physically or mentally incapable of caring for themselves and include anyone I claim on my Federal Income Tax return as a qualified IRS dependent. I certify these expenses were incurred so that I (and my spouse, if married) can work, look for work or so that my spouse can attend school full-time.</p> <p>Employee Signature _____ Date _____</p>

Submission Instructions	
For fastest results, fax to: (866) 879-0812	Or mail to: Claims Department 307 International Circle, Suite 200 Hunt Valley, MD 21030
If you have any questions, please contact Customer Service .	