



# VitaFlex Medical Flexible Spending Account Expense Claim Form

### ***Employee Data***

<b>Company Name:</b>	
<b>Employee Name:</b>	
<b>Employee Social Security or ID Number:</b>	

### ***Reimbursement Request***

Complete the following grid for each medical expense submitted for reimbursement. In order to receive reimbursement, appropriate supporting documentation must accompany this form. Please refer to the VitaFlex Information and Instructions or your Plan Information to confirm necessary documentation, timing requirements, and rules for eligible expenses. You can also visit our website at [www.vitaflex.net](http://www.vitaflex.net).

Patient Name	Relationship to Employee	Date of Service	Name of Service Provider	Description of Medical Expense	Amount of Claim	Existing Claim?*
					\$	<input type="checkbox"/>
					\$	<input type="checkbox"/>
					\$	<input type="checkbox"/>
					\$	<input type="checkbox"/>
					\$	<input type="checkbox"/>
					\$	<input type="checkbox"/>

\*Check box if receipts submitted are intended to document a previously denied claim.

### ***Verification***

To the best of my knowledge and belief, the statements in this medical expense claim form are complete and true. I certify these claims are for valid medical expenses provided on the dates indicated and that these expenses were incurred while I was actively participating in the VitaFlex Medical Reimbursement Plan, and that these expenses are incurred by an eligible participant under the plan (either myself as the eligible employee or an eligible dependent according to the guidelines of the plan). *These expenses have not been reimbursed under the VitaFlex plan previously nor have they been reimbursed under any other health plan. Additionally, I will not submit these expenses for reimbursement under any insurance plan or from any other source.* I understand that these expenses may not be used to claim any federal income tax deduction or credit. I understand that I alone am responsible for the sufficiency, accuracy and validity of all information relating to this claim. If any claim for reimbursement is not an eligible expense under the plan, I will be responsible for payment of all related liabilities, including federal and state income taxes and any applicable penalties resulting from improper reimbursement from the plan.

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Date

Employee Signature

### ***New Phone/Address (Complete Only if Needed)***

<b>New Preferred Phone Number:</b>	(       )
<b>New E-mail Address:</b>	
<b>New Home Address:</b>	