

**PLANO INDEPENDENT SCHOOL DISTRICT  
FLEXIBLE BENEFIT PLAN – CLAIM FORM**

Employee's Name \_\_\_\_\_ SS# \_\_\_\_\_

**HEALTH CARE EXPENSES** I, the participant, hereby file claim for the medical expense(s) noted below and certify that each expense was incurred on the date and for the person and reason noted. The expense(s) listed below was incurred for medical care not general health purposes and exclude cosmetic and/or toiletries expense(s). I, the participant, certify that I have not been reimbursed for the expense(s) noted below and that I will not seek reimbursement under any other plan covering health benefits. I, the participant, further certify that the expense(s) noted below have not been previously paid for by use of my Benefits Card. **Attached are receipts or bills as evidence of my expenses incurred during the Plan Year.**

\*\* Please note: A doctor's note must be attached if considered a "dual purpose" drug.

Date of Treatment	Person treated and Relationship	Type of eligible Expense	Amount of Expense
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	TOTAL	\$ _____

**DEPENDENT CARE EXPENSES** I, the participant, hereby file claim for the child or dependent care expense(s) noted below and certify that each expense was incurred on the dates and for the persons noted. I, the participant, certify that I have not been reimbursed for the expense(s) noted below and that I will not seek reimbursement under any other plan. I, the participant, further certify that the expense(s) noted below have not been previously paid for by use of my Benefits Card. **Attached are receipts or bills as evidence of my expenses incurred during the Plan Year.** Please note that receipts must come from the day care provider and have the dates of service, a description of the expense, the amount charged and the provider's SS# or Tax ID#.

Care Provided By:	Date Care Provided	Person cared for and relationship	Amount of Expense
NAME _____	_____	_____	\$ _____
ADDRESS _____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
TAX ID # OR SS# _____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	TOTAL	\$ _____

I authorize the service provider to release any information requested by the Plan Administrator in connection with this request for reimbursement.

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

<p align="center"><b>Mail This Claim Form To:</b> Flexible Benefit Administrators, Inc. P.O. Box 8188, Virginia Beach, VA, 23450</p>	<p align="center"><b>Fax Claim Form To: (Please include cover sheet)</b> Flexible Benefit Administrators, Inc. Fax Number: 757-431-1155</p>
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Claims can also be scanned and emailed to [FlexDivision@flex-admin.com](mailto:FlexDivision@flex-admin.com)  
View your account on our website [www.flex-admin.com](http://www.flex-admin.com) or call FBA at (800)437-3539.

- PLEASE:**
- **DO NOT** mail your claim form if you fax it.
  - **KEEP** a copy of all claim forms and receipts for your records
  - **NOTIFY** Flexible Benefits Administrators, Inc. if you have a change in address

To be reimbursed, you must fill in the requested information and amount of the expense on the claim form in the appropriate expense area and attach a receipt or bill from the provider (**canceled checks are not considered receipts; the receipt must come from a third party**). If you do not complete a claim form and turn in an appropriate receipt or bill, you will not be reimbursed. **Remember to sign your claim form.** Then, mail or fax the claim form and bill or receipts to:

<b>Mail Your Claim To:</b> Flexible Benefit Administrators, Inc. P.O. Box 8188, Virginia Beach, VA, 23450	<b>Fax Your Claim To:</b> Flexible Benefit Administrators, Inc. Fax Number: 757-431-1155
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**Claims can also be scanned and emailed to [FlexDivision@flex-admin.com](mailto:FlexDivision@flex-admin.com)**

**A SPECIAL REMINDER:**

All claims received in the office of Flexible Benefit Administrators, Inc. will be processed within one week via check or direct deposit. To request direct deposit of flex account reimbursements, please complete the form available at [www.pisd.edu/benefits](http://www.pisd.edu/benefits).

**DO NOT HESITATE TO CALL!**

We are ready to help you get the greatest benefits possible from your Plan. Please call us at 1-800-437-3539 if you have any questions, or contact us through our website at [www.flex-admin.com](http://www.flex-admin.com).

Participant forms may be downloaded from our website at <a href="http://www.flex-admin.com">www.flex-admin.com</a> . Click on Print FLEX Participant Forms. To view or print the forms you will need Adobe Reader (version 4.0 or higher). It is available free for download from the Adobe website.
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