

# WHAT YOU NEED TO KNOW

## How to submit a dependent child care FSA claim.

### Getting started: Your key documents

This flexible spending account (FSA) claim requires two forms of documentation. The IRS has strict rules for how FSA expenses can be paid, and these two pieces are necessary for payment:

- 1. CLAIM FORM:** Send a completed Cigna Choice Fund® Dependent Care Reimbursement Request Form.
- 2. PROOF OF EXPENSES:**
  - PREFERRED METHOD – The dependent care provider should document each expense and date of service on the claim form. THE PROVIDER'S SIGNATURE IS REQUIRED.
  - Or, you may send itemized receipts including date and type of service provided, name of dependent receiving service, and cost of day care expenses. See "other acceptable documentation."

### Submitting the Reimbursement Request Form

You can use the Cigna Choice Fund Health Care Reimbursement Request Form to submit your dependent child care claim.

- Visit the Forms section of **myCigna.com** 24/7 for access to the form.
- You can submit an online reimbursement request or print the form and fax it to us.
- Read the form closely and call us at **800.244.6224** if you have any questions.

### How to document expenses:

- The dependent care provider should document the expenses using the dependent information section of the claim form. He/she must also sign the claim form.
  - This is the preferred method for submitting proof of expenses.
  - Although you are welcome to send proof of payment (i.e., credit card statements, cancelled checks), this method always requires a completed/signed claim form.

### Other acceptable documentation:

- Itemized receipts, such as the example shown. To submit this form of proof, collect itemized receipts for each service.

### The IRS requires receipts with ALL of the following:

- Name of care provider
- Dates of service (the start date and end date)
- Type of service
- Name of the dependent who received service
- Cost for day care expenses

#### Example Itemized Receipt

➤ ABC Day Care 111A Sunshine Circle Kidstown, PA 12345 (110) 555-0000	
Account	1212 Bluebird Loop Kidstown, PA 12345
➤ Sandra Sample	Home (110) 555-0000
➤ Child Guide Sample	
Dates	Amount
➤ 04/07/14-04/11/14	\$225.00
➤ Service Child Care, 3-4 yr olds	
Important: Keep for insurance/taxes	

