



HAMBURG CENTRAL SCHOOL DISTRICT HEALTH REIMBURSEMENT ACCOUNT CLAIM FORM

Please read these instructions before completing the claim form:

1. Employee must complete Part I. (If applicable, complete Part II and/or Part III).
2. Instructions for Part II "Health Care Expenses":
 Check which account box you would like this claim to be paid from.
 - A. Expenses covered by your spouse's or your health care plan(s) must be submitted to that/those plan(s) prior to submission to your flex medical reimbursement account. Attach a copy of the explanation of benefits statement or Itemized bill showing health care plan(s) payment(s) in order to claim your patient responsibility amounts.
 - B. For all other eligible health care expenses, attach an Itemized receipt that clearly states the name and address of the provider, date of service, service rendered, name of person receiving the service and the amount charged
3. Read the Employee Statement, sign and date the form.
4. Mail (or fax) the completed form to the address (or fax number) provided on this form.

Part I: Employee Information (Please Print)

Employer Name:			
Employee Name:		Employee Social Security Number:	
Address:			New Address? <input type="checkbox"/> YES <input type="checkbox"/> NO
Daytime Phone		Evening Phone	

Part II: Health Care Expenses

Covered Person	Date of Service	Provider	Amount Claimed	Administrative Use Only
Total Amount Claimed			\$	

Employee Statement:

I request payment from my Health Reimbursement Account(s) for the expenses itemized on this claim form. I certify that I have not received reimbursement under this Plan or from any other source for these expenses and that I will not seek additional reimbursement for the amount(s) paid by this Plan. I further certify that I have met all requirements for eligible expenses under this Plan. I understand that expenses for which I have been reimbursed cannot be claimed on my personal income tax return.

Employee Signature: _____ Date: _____

Send completed claim form to:

Health Economics Group, Inc.
Attn: HRA Department
1050 University Avenue, Suite A
Rochester, NY 14607

(585) 241-9500, ext. 504
(800) 666-6690, ext. 504
FAX: (585) 241-9518
www.heginc.com