



# Claim Form

## Fax to 951-656-9276

6 pages per claim max please  
Or you can email claims & Form to [claims@pagroup.us](mailto:claims@pagroup.us)

### Flexible Spending Account Claim Form Instructions

Please follow these instructions carefully—we receive many ‘mystery’ claims.

- Before faxing make sure your pages and cover sheet are placed in position with the proper side down or up.
- Please write clearly. We cannot pay a claim that is not legible.
- Include clear copies of your itemized receipts.
- You can go online to see if we've received your claim (we enter all claims within 48 hours of receipt).
- To avoid delays please complete all requested information.
- *REMEMBER, YOUR CLAIM MUST INCLUDE INFORMATION THAT INDICATES THE DATE THE SERVICES WERE PERFORMED, THE TYPE/ NATURE OF THE EXPENSE, THE PROVIDER INFORMATION, THE AMOUNT YOU ARE RESPONSIBLE FOR, AND THE NAME OF THE PERSON THE EXPENSE WAS INCURRED FOR. IT MUST INCLUDE THE NAME AND TAX ID# OF THE PROVIDER IF IT IS FOR DEPENDENT CARE EXPENSES.*

Please limit your fax to 6 pages, including the cover. Additional pages should have a new cover/claim form. We have found that many faxes that are sent with more than 6 pages have a tendency to jam or not finish receiving.

_____ <b># of Pages total, including Claim</b> <b>Please limit to 6 pages</b>		
_____ Your Name	_____ Your Telephone Number or email address (where we can reach you if we have a question or need to contact you)	
_____ Your Employer Name	_____ Last 4 Digits of SSN or Employee ID	_____ Date
<b>Statement of Fact:</b> I am submitting a claim under my employer sponsored reimbursement plan. I understand that the expense must be incurred in the current plan year, or subsequent extension if plan design allows; I understand that itemized receipts will be reviewed and must be legible; I agree that I will not seek reimbursement under any other plan for this expense; and I agree that I cannot use this expense as a deduction when filing my taxes. I further understand that funds that remain in the plan after the plan year ends (and subsequent plan year grace period) will be forfeited. This is known as the “use it or lose it” rule.		
<u>Indicate amount claimed by category</u>		
_____ Signature	\$ _____ Health Care FSA	
	\$ _____ Dependent Care FSA	
	\$ _____ Other _____	