



Claim Form

This form is used when you seek reimbursement for any eligible out-of-pocket expenses that have occurred. Your receipt(s) accompanying this form should include the following information: (1) **Date of service**, (2) **Description of service or item purchased**, (3) **Dollar amount (patient responsibility only)** and (4) **Name of provider**.

*Required Fields

*Participant Name (First, MI, Last)

 - -

*Social Security Number

*Employer Name (Do not abbreviate)

Employee ID

Claim Reimbursement Information

*Plan Type	*Service Dates (start and end dates - MM/DD/YYYY)	*Provider Name	Type of Service (i.e. Rx, Co-Pay, Dental)	*Out-of-Pocket Cost (i.e. Patient Responsibility)

*Plan Types: HFSA-Health FSA; LPFSA - Limited Purpose FSA; HRA-Health Reimbursement Arrangement

Total: \$

Claim Information – Dependent Care FSA only (no receipt needed when submitting a provider's signature)

*Service Dates (start and end dates - MM/DD/YYYY)	*Provider Name	*Provider's Signature	*Daycare Cost
<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>

Participant Certification

To the best of my knowledge, the provided information is complete and accurate. I certify that the requests I am submitting are eligible expenses as defined by the IRS and that I have not been previously reimbursed for these expenses nor am I seeking reimbursement from any other source. I also certify that expenses were incurred for personal use only and not for resale or another purpose not permitted under the IRS rules. I understand that JBC Pros, including its agents and employees, will not be held liable if I submit ineligible expenses for reimbursement. If submitting expenses for my Dependent Care Account, I have obtained or made reasonable efforts to obtain the provider's Tax ID (TIN) and I will include the TIN on IRS Form 2441, which I must attach to my federal income tax return. If submitting expenses for my Qualified Small Employer Health Reimbursement Arrangement (QSEHRA), I certify that I, or the individual for whom I am requesting reimbursement, continue to have Minimum Essential Coverage (MEC). I understand that if I fail to maintain MEC, any reimbursements made from my QSEHRA during the month in which I did not have MEC will become taxable. If submitting expenses for my Individual Coverage Health Reimbursement Arrangement (ICHRA), I certify that I, or the individual for whom I am requesting reimbursement, have (or had) individual health insurance coverage, Medicare Part A (Hospital Insurance) and B (Medical Insurance), or Medicare Part C (Medicare Advantage) during the month the expense was incurred. If there are any changes in the provided information, I understand it is my responsibility to notify JBC Pros. By submitting this form I certify the above. Pursuant to the terms of the plan, benefit payments that are not timely claimed may be forfeited back to the plan. I understand that I should retain a copy of all submitted documentation in the event of an IRS audit.

Participant Signature: _____ Date: _____

Fax to:
866-877-0536
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No cover page
required

Mail to:
JBC Pros
P.O. Box 910785
Lexington, KY 40591

Email to:
info@jbcpros.com

File online or through mobile
app:
www.jbcpros.com
Claim form not required