

Dependent Care Assistance Plan

Claim Filing Instructions

1

Gather Receipts & Claim Form

Receipts must include date(s) and details of service. Service must be incurred during the Plan Year.
Cancelled checks or credit card receipts are not acceptable per IRS rules.

Optional “Recurring Expense” Claim Process

- A. Complete one claim form for entire plan year. Enter the dates of service for the year (example: 1/1/05 to 12/31/05). The claim amount is the total annual election amount from your enrollment form.
- B. Have your daycare provider sign the claim form in the appropriate box (be sure to include provider's Tax ID # or SSN. No additional receipts or forms are needed for the remainder of the year. The claim will be entered and filed as a “pending claim.”
- C. The claim on file will be automatically processed with each pay-cycle. The amount of the per-paycheck contribution will be deducted from the continually declining balance of the claim until the balance equals zero.
- D. Reimbursement will be processed within 1 business day after payroll contributions are received by the Elkin & Associates.

2

Complete and Sign the Claim Form

Attach receipts and sign the claim form.

3

Submit Claim & Receipts to Elkin & Associates

Via Fax^o

800-598-6844

Or Via Mail^s

Claim Processing
Elkin & Associates, LLC
P. O. Box 35470
Charlotte, NC 28235

Customer Service:
800-598-6843

Daycare reimbursements are released daily if funds are available in the account when the claim is submitted.

*Avoid mail delays for your reimbursement—
Sign up for Direct Deposit.*