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FLEXIBLE SPENDING CLAIM FORM FOR DEPENDENT CARE EXPENSES

TO AVOID DELAY, READ AND COMPLETE THE ENTIRE FORM

PERSONAL INFORMATION (REQUIRED)

Employee name: _____ DMBA ID number: _____

Employer name: _____

Employee address: _____

Home telephone: _____ Work telephone: _____

I certify these expenses are not reimbursable from any other benefit program and will not be claimed as income tax deductions. I am requesting reimbursement only for qualifying expenses incurred during the plan year for eligible participants. Dependent care expenses do not exceed my earned income or my spouse's earned income, whichever is less. I authorize my Flexible Spending Account to be reduced by the amount requested.

Employee's signature: _____ **Date:** _____

Expenses incurred between January 1 and March 15 are eligible for reimbursement from either the current or the previous Flexible Spending plan year. If you are seeking reimbursement for expenses incurred within that time period, please mark one of the boxes below to indicate which plan year you would like these funds to be reimbursed from first:

Previous year Current year

If you do not indicate the plan year from which you are seeking reimbursement, eligible expenses will be paid using the previous year's balance (if one exists) until it has been exhausted or until all eligible expenses have been paid.

DEPENDENT CARE (DAY CARE) DOCUMENTATION (REQUIRED)

- Attach an invoice or a copy of the payment to a day care center or to an individual who provides the care. It must include:
 - Dependent's name
 - All service dates
 - Name, address, and tax identification number (or Social Security number) of the organization or the individual providing services
 - Description of the services provided
- We cannot reimburse you in advance for future or projected dependent care expenses; you may only be reimbursed for expenses you have already incurred.
- Dependent care is care provided for dependents who you claim on your tax return and who are children younger than 13 or who are physically or mentally incapable of self-care and regularly spend at least eight hours a day in your household (this does not mean daily, but frequently, on a regular basis).

YOU MUST SUBMIT THE CORRECT INFORMATION AND SIGN THE FORM ABOVE. OTHERWISE, YOUR CLAIM WILL NOT BE PAID. ALSO, RECEIPTS SHOULD BE SUBMITTED ON A SEPARATE PIECE OF PAPER.

TOTAL EXPENSES BEING CLAIMED

DEPENDENT CARE SERVICE(S): INCLUDE DEPENDENT'S NAME AND SERVICE DATE			
SERVICE DATE	DEPENDENT NAME	PROVIDER NAME AND TAX ID OR SOCIAL SECURITY NUMBER	AMOUNT
TOTAL AMOUNT			

REQUIREMENTS FOR ELIGIBLE DEPENDENT CARE (DAY CARE) EXPENSES

- If the provider takes care of more than six children (not including his/her own), he/she must be licensed by the state.
- Tuition and fees for private school/lessons are not covered (sports, music, etc.).
- Persons providing the dependent care cannot be:
 - Claimed as a dependent on your income tax return
 - Claimed as a dependent on your spouse's income tax return
 - Your child or stepchild younger than 19
 - Your spouse
- Both parents must be actively employed to be eligible for dependent care claims.

GENERAL INFORMATION

- A signed *Flexible Spending Claim Form* must be submitted with each batch of requests for reimbursement.
- Expenses paid by your Flexible Spending account(s) cannot be claimed as income tax deductions.
- When you receive your payment, you will also receive an explanation of what has been paid.
- The plan year is 14½ months long, extending from January 1 through March 15 of the following year.
- Claims for the plan year must be submitted by April 30 of the following year.
- You can only be reimbursed from existing money in your Flexible Spending account for your dependent care expenses.
- **To access your Flexible Spending account balance, deposit history, and claims history, visit www.dmba.com.**

SUBMITTING YOUR CLAIM:

Send this claim form and any necessary attachments to:

DMBA Flexible Spending
P.O. Box 45530
Salt Lake City, Utah 84145

IF YOU HAVE ANY QUESTIONS:

Call DMBA at the appropriate telephone number or visit our website:

Salt Lake City area 801-578-5600
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 Website www.dmba.com