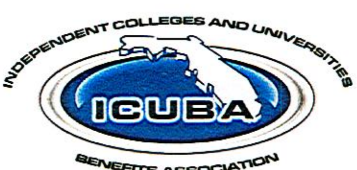

ICUBA - MEDICAL AND DEPENDENT CARE EXPENSE ACCOUNT REIMBURSEMENT REQUEST FORM

☐ Part of this claim is to be applied to a preexisting receipt request.

Requested Receipt Total ___________

PARTICIPATING INSTITUTION: (CHECK ONE)

- ☐ **Barry University**
- ☐ **Beacon College**
- ☐ **Clearwater Christian College**
- ☐ **Edward Waters College**
- ☐ **Florida Institute of Technology**
- ☐ **Florida Memorial University**
- ☐ **ICUBA Management**
- ☐ **Nova Southeastern University**
- ☐ **Palm Beach Atlantic University**
- ☐ **Rollins College**
- ☐ **Saint Leo University**
- ☐ **The University of Tampa**

Name	SS#	
Home Address	Address Change ☐Yes ☐ No	
City	State	Zip
Phone: Work Home	e-mail	

Mail or fax claims to:
ICUBA
P.O. Box 616927
Orlando, FL 32861
Toll-free phone: 866.377.5102
Toll-free fax; 866.377.5180
Email: benefitsadministration@icuba.org

Complete the information below for expenses incurred by you, your spouse, or dependent children for which you request reimbursement. You must provide receipts or other evidence the expenses were incurred. Be sure to provide all information requested on this form. If the form is incomplete, it will be returned to you.

TYPE OF CLAIM: ☐ FSA ☐ HRA

MEDICAL EXPENSES (*If necessary, attach additional sheets*)

	Provider of Service (Doctor, dentist, pharmacy, etc.)	Person Receiving Service (self, spouse, child)	Dates of Service (MO/DAY/YR)	Amount of Expense Claimed	Nature of Expense
1				$	
2				$	
3				$	
4				$	

☐ **DCSA**

DEPENDENT CARE EXPENSES

	Provider of Service	Person Receiving Service (Dependent's name)	Age of Dependent	Dates of Service (MO/DAY/YR)	Amount of Expense Claimed	Provider Tax I.D. Number (Social Security Number if Individual)
1					$	
2					$	

Dependent Care Provider's Signature (if individual)________________________________

I request payment from my health care expense or dependent day care expense account as indicated above for the expenses listed. To the best of my knowledge and belief, my statements in this reimbursement request are complete and true. I am claiming reimbursement **for eligible expenses incurred during the plan year** and for my eligible dependents. I certify that these expenses have not and will not be reimbursed under this or any other benefit plan and will not be claimed as an income tax deduction. I authorize my Flexible Spending Account to reimburse me by the amount requested.

Employee Signature________________________________Date______________

PLEASE SEE REVERSE SIDE FOR FILING INSTRUCTIONS

INSTRUCTIONS FOR COMPLETION OF FLEXIBLE SPENDING CLAIM FORMS

HCSA- Health Care Spending Account

HEALTH CARE EXPENSES (Medical, Dental, Vision)

- Complete claim form – all requested information must be provided or claim will be denied.
- Attach originals or copies of medical bills, insurance explanation of benefits, prescription drug receipts, cash register receipts, etc. The documentation must provide the following information or the claim will be denied:
    1. Name of provider of service (doctor, dentist, pharmacy, etc.)
    2. Name of person receiving service (self, spouse, dependent)
    3. Date of service
    4. Explanation of procedure
    5. Cost of procedure less any amounts paid by primary insurance provider
- Mail or fax claim and expense documentation to:

ICUBA
P.O. Box 616927
Orlando, FL 32861-6927
Toll-free phone: 866-377-5102
Toll-free fax: 866-377-5180

DCSA- Dependent Care Spending Account

DEPENDENT DAY CARE EXPENSES

- Complete claim form – all requested information must be provided or claims will be denied.
- Attach originals or copies of daycare invoices or payment receipts issued by daycare provider. The documentation must provide the following information or the claim will be denied:
    1. Name of daycare provider
    2. Tax ID number or social security number of provider
    3. Name of dependent receiving daycare service
    4. Dates of service
    5. Cost of service
- Mail or fax claim and expense documentation to:

ICUBA
P.O. Box 616927
Orlando, FL 32861-6927
Toll-free phone: 866-377-5102
Toll-free fax: 866-377-5180