

Flexible Benefit Plan

Claim Form & Filing Instructions

In order to process claims we must have your expenses listed on a claim form and all information needs to be completed on your reimbursement claim form ie., Name, Company, phone or e-mail and at least the last four digits of your Social Security number and be sure to sign and date.

On the reverse side of this page is a claim form. Please feel free to copy this form.

When filing your claim, you must attach copies of the receipts. **The receipt must show the date and type of service for the expense.** Canceled checks, credit card slips, or statements showing only a balance due on your account are not allowable. Please be sure to number each attachment page (i.e., Page 2 of 3, etc.)

Beginning 2011

Over the counter items (OTC) will be very limited for reimbursement due to healthcare reform. Please refer to detailed item list with the appropriate documentation from your physician prescribing any OTC items.

If you choose to **mail** your claim with receipts, the address is Claims Processing, Davey Administration Group 3451 W. Shaw Avenue, Suite 101, Fresno, CA 93711. *(Please remember to keep a copy of the claim form and supporting documents for your records.)*

If you choose to **fax** your claim with receipts, the fax number is 559-436-4850. After you fax a claim and receipts, please **do not** follow-up with a hard copy in the mail. *(Remember to keep the original claim form and supporting documents for your records.)*

To **verify** that your claim has been received, please go to the Web site described below. When your claim is approved, it will appear within three business days on the Web site under "view account". Please **do not** call us to confirm that your claim has been received.

You may check your account balance status any time, day or night at the Web site. In addition, the Web site has a claim form, a list of qualifying expenses, and other administrative tools that will help you conveniently manage your account. The site also has frequently asked questions. The Web site address is www.daveyadmin.com, click on the Cafeteria/ "EzFlexPlan". Direct website is www.myflexonline.com

The EzFlexPlan Web site has everything you Need to manage your Flexible Benefit Account...

- Verify your election
- View your account balance
- Print claim forms
- How and where to file claims
- Look up qualified expenses

Copy the front and back of this claim form for future use
