

# Important Reminder

## *Why take care<sup>®</sup> by WageWorks requires you to send in receipts.*

**The IRS requires us to capture specific information in order for us to:**

Approve a claim reimbursement request or verify a purchase made with the take care Flex Benefits Card. Requests for receipts may include a payment for a copay that does not match the copay amount linked to your FSA or HRA.

### **What type of receipt is acceptable?**

Acceptable proof of service for Health-care FSA or HRA reimbursements:

- ▶ Itemized bill (a medical provider or retailer's detailed receipt), or
- ▶ Explanation of benefits (EOB), or
- ▶ Other documentation from your health provider or health plan.

### **These documents must show:**

- ▶ Provider name or where item was purchased;
- ▶ Service or purchase date;
- ▶ Detailed description of item purchased or service provided;
- ▶ Amount paid and/or the portion not reimbursed through your insurance carrier;
- ▶ Person who received the service or who the item is for (may be excluded for retail purchases).



NOTE: The information included on debit or credit card receipts and cancelled checks DO NOT meet IRS requirements; therefore, we do not accept them as documentation.

© 2014 WageWorks, Inc. All rights reserved.

3604 (09/2014)