



DEBIT CARD SUBSTANTIATION

For faster claims processing, you may submit online at www.Benxnw.com. Documentation to substantiate purchases made with your BEN Debit card must include date of service, provider, amount, and the expense reason (See Documentation Requirements below for further details).

Step 1: Participant Information (Required Fields)

Participant Name (First, MI, Last)

X	X	X	-	X	X	-				
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Last Four of Social Security Number

Employer Name

Telephone Number

Step 2: Debit Card Swipe Details

*Plan Type	Date of Service	Provider Name	Person Receiving Services or Product	Description of Services	Amount of Debit Card Swipe

Step 3: Participant Certification -To the best of my knowledge the provided information is complete and accurate. I certify that the requests I am submitting are eligible expenses as defined by the IRS and that I have not been previously reimbursed for these expenses nor am I seeking reimbursement from any other source. I understand that Benefits Exchange Northwest, including its agents and employees, will not be held liable if I submit ineligible expenses for reimbursement. I understand that I should retain a copy of all submitted documentation in the event of an IRS audit.

Participant Signature

Date

Documentation Requirements:

Documentation for eligible medical expenses, required by the IRS, includes a third party receipt containing the following information:

- 1) Date service was received or purchase made
- 2) Description of service or item purchased
- 3) Dollar amount (after insurance, if applicable)
- 4) Name of the merchant/provider. Verification of dependent care expenses is required by the IRS. The dependent care provider's signature on this form is the preferred method. We also accept documentation from the provider. The provider documentation must include the following information: Dates of service (that have been incurred), 2) Description of service, 3) Dollar amount charged for incurred services, 4) Name of the provider.

Unacceptable forms of documentation include the following:

- 1) Provider statements that only indicate the amount paid, balance forward or previous balance,
- 2) Credit card receipts that only reflect a payment,
- 3) Bills for prepaid/eligible expenses where services have not yet occurred.