

COMMUTER BENEFIT ACCOUNT

Reimbursement Claim Form

ACCOUNT HOLDER INFORMATION

Last Name																First Name																							
ID Code (last 4 digits)*				Employer / Program Sponsor's Name																																			
Zip Code				Birth Month/Day (MM/DD)				Email Address (complete only if new)																															

CERTIFICATION AND AUTHORIZATION

I certify that the information on this form is accurate and complete. I am requesting reimbursement for eligible transit or parking benefits that are my own personal expenses incurred while I was a participant in the plan. I have already received these services and have not been previously reimbursed for these expenses and I will not seek reimbursement of these expenses from any other plan or party. In addition, the expenses for which reimbursement is sought will not be claimed as tax deductions on my personal tax return. I understand that if an expense is determined to be ineligible, I am responsible for reimbursing the plan(s) for any such expense or for payment of all related income taxes on amounts paid from the plan(s) which relate to such expense. All expenses incurred for transit or parking were incurred for parking at or near the business premises of my employer, or near a location from which I commute to work, an/or for regular daily direct commute from home to work and return. If no receipt is provided for commuter expenses, this vendor does not provide receipts (such as payments made by token/ticket machine, meter or cash box). If this is a Public Transportation expense, then the pass for this service in this amount is not available for purchase from my employer or the plan service provider.

Employee's Signature

Date

QUALIFIED PARKING EXPENSE

Name of Parking Facility	Month Service Incurred	Address of Parking Facility	Amount Incurred
Attach appropriate receipt(s) and submit with this claim form.		Total Parking Expense Claim	

QUALIFIED TRANSIT PASS/COMMUTER HIGHWAY VEHICLE EXPENSE

Name of Transit Provider	Month Service Incurred	Expense Description	Amount Incurred
Attach appropriate receipt(s) and submit with this claim form.		Total Transit/Commuter Expense Claim	

*Your ID Code is the last 4 digits of your Social Security Number, your Employee Number or other reference number assigned by your program sponsor. Please check the enrollment instructions provided by your program sponsor for more information about your ID Code.



Claims Administrator

Claim Form and Filing Instructions

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, the provider's name, and the amount of 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 (e.g., Page 2 of 3, Page 3 of 4, etc.). Your claim form is your cover page. After you fax or mail a claim with receipts, please do not follow up with a claim submitted via any other method.

Fax or mail this form with receipts to:

Fax: (708) 957-4662

Or mail to: My Flex
17475 Jovanna Dr., Suite 1D
Homewood, IL 60430