



Year-End Claim Filing Reminder

Your flexible spending account plan year will be ending soon and we want to remind you to file any outstanding claims as soon as possible because any unused balance in your account will be forfeited.

Please note that your plan includes a run-out period giving you time to file claims incurred prior to the end of your plan year. Typically, the run-out period is 90 days following the end of your plan year but be sure to verify with your employer. Please remember that the IRS requires appropriate documentation when submitting a claim. All medical, dental and vision claims must include the following:

- Completed and signed claim form.
- An Explanation of Benefits (EOB) statement from the insurance company. If your insurance is an HMO for which you have a co-pay, attach an itemized statement from your provider indicating it was a co-payment.
- If you do not have insurance coverage, submit an itemized statement from the provider showing the provider's name/address, patient name, service date, description of the service and amount charged.

If your plan includes a dependent day care FSA, you can provide an itemized statement from the provider along with your claim.

To access your detailed account information or to file an **Express Claim**, simply login to www.mypayflex.com.

Time is running out...
Submit your claims to PayFlex now!

