

TaxSaver

How to get reimbursed from the Health Reimbursement Arrangement Program

1. Complete a Reimbursement Request and Affidavit.
2. Attach copies of your itemized receipts or an Explanation of Benefits from the insurer for the expenses.

Important: Supporting documentation must be attached to validate all reimbursement requests. Documentation must be one of the following:

- Copy of the bill
- Receipt that indicates performance of this service, cost and date of the service
- Copy of an Explanation of Benefits from your medical carrier

Please do NOT submit: (These items do not qualify as supporting documentation)

- Cancelled checks or credit card receipts
- Receipts or estimates for services that have not been incurred/performed
- Balance forward statements from your provider
- Receipts altered in any way
- Documentation that shows only statement dates or paid dates

3. Sign and date the form.
4. Mail to: **TaxSaver/HRA**
P.O. Box 4539
Iowa City, IA 52244-4539
Or fax to: **800 974 5190**

Important information:

- Remember, only incurred expenses are eligible for reimbursement—expenses for procedures performed or services received during the plan year.
- It is your responsibility to acquire and keep receipts and other supporting documents to prove that the expenses were incurred and paid.
- Be sure to check that claims submitted are for expenses eligible for reimbursement.
- Other questions? Please call **888 829 7287** or fax **800 974 5190**.