

Important Reminder

Why take care® 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** Card

(Requests for receipts may include a payment for a co-pay that does not match the co-pay amount linked to your FSA or HRA.)

What type of receipt is acceptable?

Acceptable proof of service for Health 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:

1. Provider name or where item was purchased;
2. Service or purchase date;
3. Detailed description of item purchased or service provided;
4. Amount paid and/or the portion not reimbursed through your insurance carrier;
5. 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.