

## General Information



**A valid photo ID must be attached to this request.**

Employer / Plan Name \_\_\_\_\_

Your Name (Last Name, First Name, Middle Initial) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Contact Number \_\_\_\_\_

The undersigned participant in the Plan requests reimbursement (attach itemized bills, receipts and invoices for all expenses claimed) in the amounts shown below:

a. Name of Dependent(s) \_\_\_\_\_

b. Period Covered: From \_\_\_\_\_

Through \_\_\_\_\_

c. Name, address and, except for certain tax exempt organizations, the taxpayer identification number of the service provider, and description of service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount \$ \_\_\_\_\_

NOTE: The total amount claimed under the Plan for any coverage period must not exceed the lesser of your wages or salary for the Plan Year or the wages or salary of your spouse. (If your spouse is either a full time student or is incapable of taking care of himself or herself then he or she is deemed to have monthly earnings of \$250 if there is one (1) child or dependent, and \$500 if there are two (2) or more.) No payment may be made under the Plan if the service provider is your dependent for federal income tax purposes, or is your child or stepchild and is under age 19.

## Request for a Direct Payment to You

The total amount claimed will be paid via ACH (Direct Deposit) only,



**I have attached a voided check or bank certification that contains the valid routing number and bank account number. I have also provided my physical address as required by the bank.**



YOUR PHYSICAL ADDRESS: \_\_\_\_\_

BANK NAME: \_\_\_\_\_

Savings Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

By completing this section and signing below, I hereby authorize ASC TRUST LLC ( 1 . ) to initiate credit entries to the depository financial institution named above 2.) to initiate debit entries to adjust for processing errors. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

## PLEASE READ CAREFULLY

The undersigned participant in the Plan certifies that all expenses for which reimbursement or payment is claimed by submission of this form, were incurred (i.e., services were provided) during a period while the undersigned was covered under the Section 125 Cafeteria Plan with respect to such expenses. The undersigned fully understands that he or she alone is fully responsible for the sufficiency, accuracy and veracity of all information relating to this claim which is provided by the undersigned, and that unless an expense for which payment or reimbursement is claimed is a proper expense under the Plan, the undersigned may be liable for the payment of all related taxes including federal, state or city income tax on amounts paid from the Plan which relate to such expense. The undersigned further understands that no dependent care tax credit is permitted for amounts for which reimbursement is made.

**X**

Signature of Participant \_\_\_\_\_

Date \_\_\_\_\_