



Employee Benefits Corporation

## Daycare Expenses Receipt (must submit with completed Claim Form)

Secure upload at: **www.ebcflex.com**

Fax to: **608 831 4790**

Mail to: **Employee Benefits Corporation**, PO Box 44347, Madison WI 53744-4347

Phone support: **800 346 2126**, 608 831 8445, M - F 8:00 - 5:00 Central

E-mail support: **participantservices@ebcflex.com**

### Participant Information

Last Name First Name **Last 4 Digits of Social Security or Identification Number (Required)**

Employer

Dependent(s) Name(s)

Provider's Name

Provider Tax ID# or Social Security Number

This is to certify that \$ was charged for services incurred:

through

Date (mm-dd-yyyy)

Date (mm-dd-yyyy)

**X**

Signature Date (mm-dd-yyyy)

Print Name

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### Frequently Asked Questions

#### What are eligible Dependent Care expenses?

The primary purpose of care must be to provide custodial care while you work, if you are gainfully employed. This means that the care is for the well-being and protection of the dependent. Services include au pairs, nannies, daycare, day camps, babysitters (if care is provided in order for participant to go to work), nursery schools, and preschools.

#### What expenses are not reimbursable?

Examples of expenses that do not qualify for reimbursement are ancillary expenses such as fees for food, art supplies, clothing, field trips, kindergarten, education expenses, child care while on vacation, and overnight camps.

#### How are Dependent Care expenses reimbursed?

Reimbursements are paid out as funds made available in your account through your deposits once the dates of service have passed. Therefore, if you submit a claim for the dates of March 1st through March 31st; the claim will not be payable until the date of March 31st has passed.

If you would like to receive reimbursements sooner, submit claims for shorter time spans. For example, if you've paid for a month of care in advance, you may submit claims for the month by week, and as each week ends, a reimbursement will be processed. You can submit claims for any date span you choose.