

YOUR spending ACCOUNT™

Manage Your Claims



Avoid Sending Receipts for Dependent Care Claims

When you simply have your dependent care provider sign the Provider Certification section of your claim, **there's no need to send receipts** or other documentation!

Submit Claims in 3 Simple Steps

- 1 Enter** your claim information on the YSA website.
- 2 Print the claim form** and have your provider sign and date it.
- 3 Upload** the completed form on the YSA site (after photographing or scanning it), **or send** a copy by fax or mail.

After your documentation is received, YSA will process the claim within 5 days.

Submitting Receipts

You still have the option of sending receipts to YSA. If you do, it's important they contain all the necessary details to avoid delays in receiving your reimbursement.

What Your Itemized Receipts Should Include

If you choose to send receipts, it's important that you provide the appropriate receipt with your claims.

Example of Valid Receipt

Although your itemized receipt might look different than the example below, it must **always** contain the following information:

- A** Name of specific provider
- B** Specific dates of service
- C** Name of dependent receiving services
- D** Description of service
- E** Purchase amount for each service
- F** Total purchase amount

A [**LITTLE EINSTEIN ACADEMY**
123 Main Street, Suite 100
Anywhere, USA 12345
Phone: (123) 555-5555

B Dates	C Child	D Description	E Amount
09/06/2011 to 09/10/2011	Emma	Toddler Full-Time Day Care	\$165.00
09/13/2011 to 09/17/2011	Emma	Toddler Full-Time Day Care	\$165.00
Amount Due			\$330.00

PAYMENT INFORMATION

Total Due	F \$330.00
Amount Paid (MasterCard XXX-XXX-XXXX-1234)	\$330.00
Balance	\$0.00

BALANCE

0-30 Days	30-60 Days	60-90 Days	>90 Days
\$0.00	\$0.00	\$0.00	\$0.00

Log On



Visit the YSA website for additional information.