

**FAX** or **EMAIL** this form and receipts:

**FAX: 866-635-1329**

**EMAIL: Flex@gilsbar.com**

(PLEASE KEEP YOUR ORIGINALS). View claims status on [www.myGilsbar.com](http://www.myGilsbar.com) within 24-48 hours.

If you prefer to submit your form by mail,  
Please send this form and receipts to:  
Claims Processing Center  
P.O. Box 25123  
Lehigh Valley, PA 18002-5123  
(PLEASE KEEP YOUR ORIGINALS)



Questions? Log on to [www.myGilsbar.com](http://www.myGilsbar.com)  
to view claims history, account balances  
and view receipts.

Or call 800-445-7227 ext 883  
Or write [flex@gilsbar.com](mailto:flex@gilsbar.com)

## Use this form for FSA/HRA Claim Reimbursements. (Not for FSA/HRA Debit Card Receipts)

**FSA/HRA CLAIM REIMBURSEMENT REQUEST FORM** - Receipts received with this form will be processed for reimbursement

**Employee Name** \_\_\_\_\_ **Employee ID / SSN:** \_\_\_\_\_

**Daytime Phone Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Employer Name** \_\_\_\_\_

**Health Care Reimbursement Claim (HCRA)** - You MUST attach a bill, receipt or Explanation of Benefits (EOB) verifying the date of service or product, type of service or product, name of person receiving service and amount claimed.

Date of Service	Type	For Whom (name and relationship)	Amount
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
5. _____	_____	_____	\$ _____
<b>Use additional sheet(s) if necessary</b>			<b>TOTAL HEALTH CARE AMOUNT REQUESTED</b> \$ _____

**Dependent Care Reimbursement Claim (DCRA)** - You MUST attach a bill or receipt from your dependent care provider verifying the dependent's name, name, address and taxpayer ID number (SSN or TIN) of provider, period which services were rendered, description of services and amount. If the Dependent Care Provider signs the appropriate area below, receipts are not required.

Date(s) of Service	Dependent's Name, Relationship and Date of Birth	Provider's Name and Address	Provider's Tax ID/SSN	Amount
1. _____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
2. _____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
3. _____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Use additional sheet(s) if necessary</b>			<b>TOTAL DEPENDENT CARE AMOUNT REQUESTED</b> \$ _____	

**PROVIDER CERTIFICATION:** I hereby certify that the above Dependent Care charges have been incurred.

**Dependent Care Provider Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby certify that all items I requested to be reimbursed comply with the FSA/HRA Plan and such items have not and will not be covered by any other plan or program of any employer or other person nor have these items been paid for by a debit card or stored value card offered with the FSA/HRA Plan. I further certify that such items will not be deducted or taken as tax credits on my personal federal and state income tax returns for any year. The company does not accept responsibility for direct payment to any individuals other than the employee.

**Participant Signature** X \_\_\_\_\_ **Date** \_\_\_\_\_