

take care® HEALTH CARE ACCOUNT

Claim Form & Filing Instructions

On the reverse side of this page is a claim form. Please feel free to copy this form.

When filing your claim, you must attach copies of the receipts. *The receipt must show the date and type of service for the expense.* Canceled checks, credit card slips, or statements showing only a balance due on your account are not allowable.

Please be sure to number each attachment page (e.g., Page 2 of 3, Page 3 of 3, etc.).

- **Fax:** For faster service, fax your claim with receipts to 877-782-8889. Your claim form is your fax cover page. After you fax a claim with receipts, please *do not* follow up with a postal mail or email.
- **Email:** For even faster service, scan your claim form with receipts into a single PDF. Your claim form should be the first page of your scan. Email the PDF to claims@takecareclaims.com. After you email a claim with receipts, please *do not* follow up with a postal mail or fax.
- **Postal Mail:** If you don't use email or fax, postal mail your claim with receipts to take care by WageWorks, PO Box 14054, Lexington, KY 40512.

Remember to keep the original claim form and supporting documents for your records.

To verify your claim has been received, go to the website described below. When your claim is approved, it will appear within three business days on the website under "View Account."

You may check your account balance status any time, day or night at the website. In addition, the website has a claim form, a list of qualifying expenses, and other administrative tools that will help you conveniently manage your account. The site also has frequently asked questions and instructions on how to contact us.

takecareWageWorks.com

...everything you need to manage
your Flexible Benefit Account...

- Verify your election
- View your account balance
- Complete electronic claim form
- How and where to file claims
- Look up qualified expenses
- Change in status rules
- Eligibility requirements
- Learn about the plan
- How to contact us

take care®
by WageWorks

Copy the front and back of this claim form for future use.