



**State of Washington
Orthodontia Contract**

Plan Year JANUARY 1, 2017 through DECEMBER 31, 2017

This contract streamlines the reimbursement of eligible orthodontic expenses for Medical Flexible Spending Arrangement (FSA) participants. All orthodontic payments must be made during the 2017 calendar year.

After you complete and submit this form to Navia Benefit Solutions, an orthodontic claim will be processed around the first of each month in the amount indicated below. **You are responsible for keeping receipts and documentation of all orthodontic expenses incurred during the 2017 plan year. Navia Benefit Solutions may request copies of your documentation at any time to perform audits, as required by the Internal Revenue Service (IRS).**

Instructions:

Section I: Employee information (Complete all information)

Section II: Provider information

- Write the dates of service in 2017 that you will have orthodontic expenses. If orthodontic expenses cover the entire year, enter the calendar year start and end dates.
- Write the amount of your monthly orthodontia payments.
- Obtain a signature from your provider's office to validate your treatment plan or submit documentation from the orthodontist showing the schedule of monthly payments with this form.

Employee Authorization: Sign at the bottom of this form.

Section I: Employee Information		
Employee Name		
SSN (or Employee ID if higher-education)		
Agency/Higher-Education Institution Name		
Patient Name		
Section II: Provider Information		
Provider Name		
Provider Address		
Service Start Date (month/date/year)	Service End Date (month/date/year)	Monthly Amount
		\$
<i>The above treatment service dates and payment schedule are true and correct.</i>		
Provider Signature:		Date:

Employee Authorization: I understand by accepting any reimbursement from Navia Benefit Solutions I am confirming that the orthodontia expenses for which the amount is issued have been properly incurred according to the IRS regulations and the rules of the Medical FSA.

Employee Signature: _____ Date: _____