

**STATE OF WASHINGTON
MEDICAL FLEXIBLE SPENDING ARRANGEMENT (FSA) &
DEPENDENT CARE ASSISTANCE PROGRAM (DCAP) CLAIM FORM**



FOR PLAN YEAR JANUARY 1, 2018 through DECEMBER 31, 2018

All claims for 2018 plan year must be submitted to Navia Benefit Solutions by March 31, 2019*

Instructions

1. Complete Section I – Employee Information. Use this form only for services incurred during the plan year shown above. **Do not use this form for debit card transactions.**
2. **Do not staple any documentation to claim form, please tape to separate sheet or include loosely in envelope. Do not send originals (all claims are stored electronically and paper copies will be shredded).**
3. Complete Section II for DCAP claims – Attach day care claim documentation showing the date(s) of service, type(s) of service, cost of service, dependent’s name, and provider’s name and tax ID or Social Security number (SSN) (no cancelled checks, balance forwards, or bank card receipts).
4. Complete Section III for Medical FSA claims – Attach health care claims documentation showing the date(s) of service, type(s) of service, and cost (no cancelled checks, balance forwards, or bank card receipts). Itemize all expenses to prevent delays in reimbursement.
5. Complete Section IV – Sign the claim form. Fax, email or mail your signed claim form (contact information provided below). You can go to <http://pebb.naviabenefits.com> to view the status of your claim.

*** If you intend to enroll in a consumer-directed health plan (CDHP) with a health savings account (HSA) for 2019, you must use all your 2018 Medical FSA funds and have all your claims paid by Navia Benefits Solutions by December 31, 2018.** If you don’t use all of your 2018 Medical FSA funds and have all your claims paid by December 31, 2018, this will prevent you and the State from contributing to your HSA account until April 1, 2019.

Section I – Employee Information

Last Name, First Name			MI	Day Phone	SSN (Employee ID if higher-education):
Address			City	State	Zip
<input type="checkbox"/> Address Change					Email - See information in Section IV

Section II – Day Care Claims - Claims for future services will not be accepted.

Start Date	End Date	Provider’s Name, Address, Tax ID or SSN	Name of Dependent	Age	Cost for care period
Provider’s Signature and Date					
See IRC Section 129 for qualifying day care expenses or consult your tax advisor for more information.				Total DCAP Request \$	

Section III – Medical FSA Claims

Service Dates	Type of Service (Give general description)	Name of Provider	For Whom	Net Cost	Is this replacing a previous ineligible debit card charge? (Y/N)
Did you use your debit card for any of these expenses?			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
See IRC Section 213 for qualifying Health Care expenses or consult a tax advisor for more information.				Total Medical FSA Request \$	

Section IV – Signature

To the best of my knowledge my statements on this claim form are complete and true. I understand it is my responsibility to ensure this claim from my Medical FSA or DCAP account and all information related to this claim is complete, accurate, and truthful. I understand I may be liable for the payment of all related taxes including federal income tax for an ineligible expense paid from the account. I further understand that no day care tax credit is permitted for amounts for which reimbursement is made. Any health care reimbursement claims are for eligible medical care expenses incurred by myself, spouse, or dependents during the plan year shown above and I certify that these expenses have not been reimbursed under this plan or by any other source and that they will not be reimbursed by any other source or insurance. By providing an email address, I agree to receive all possible communications about this benefit via email. I may withdraw consent at any time without charge by contacting Navia Benefit Solutions by phone, email, or mail. I authorize my Medical FSA or DCAP account to be reduced by the amount(s) shown above.

Participant’s Signature X	Date
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Completed forms and supporting documentation can be faxed, emailed or mailed to: (425) 451-7002 or toll-free (866) 535-9227, claims@naviabenefits.com or Navia Benefit Solutions PO Box 53250 Bellevue, WA 98015-3250

Customer Service: (425) 452-3500 or (800) 669-3539; visit our website at <http://pebb.naviabenefits.com>