

WageWorks Dependent Claim Form Instructions

PLEASE READ THIS BEFORE SUBMITTING YOUR CLAIM FORM

Your claim is important. To ensure we are able to process your reimbursement, please fully complete the WageWorks Dependent Claim Form (DC). Submit your claim form along with your complete documentation of the expense. Please review the guidelines listed below to ensure all necessary information is included when filing your claim.

Tips for Filling out the Pay Me Back Claim Form

- Read every box and provide all requested information pertaining to you and your claim.
- Provide the legal name your employer has for you in their official records, not your nickname.
- Provide your ID Code which is usually the last four digits of your SSN.
- Make sure to total all claim line dollar amounts and enter it at the box at the bottom of the form.
- The Provider Tax ID or SSN must be on the form.
- Make sure you sign the form. If the **account holder's signature** is not present, we cannot process your claim.
- **Provider's signature can be substituted for a receipt from the provider however the provider must sign the form if an itemized receipt from the provider is not included. One or the other is required either a provider signed form or an itemized receipt from the provider.**

Things to Remember When Including Receipts

- The receipt or documentation must contain:
 - **Provider Name** – Who delivered the service.
 - **Date of Service** – Date services occurred.
 - **Service Description** – Detailed description of what service or product was paid for.
 - **Amount** – The amount paid for the services.
 - **Dependent Name** – Person who received the service.
- If you are not submitting receipts the provider **MUST** sign the completed form on the provider signature line which is under the dependent name line.
- Cancelled or Carbon copies of checks are not acceptable forms of receipt documents. Please do not submit.
- Overnight Camps are not eligible expenses unless the expenses are broken up into day and night.
- The day expense would be eligible, not the night expenses.
- Include a receipt for every expense.
- If submitting handwritten receipts it must have stamped provider information.
- Do not send your original receipts; save them for the IRS.
- If you attach multiple receipt pages, circle or check the dollar amount that is being claimed for each receipt.
- Do not use a highlighter to highlight the dollar amount on the receipt.

Tips for Submitting the Pay Me Back Claim Form by Fax

- Do not use a cover page.
- Use a high-speed fax machine with a transmission speed of at least 9.6 kbps or 15 sec. per page.
- Please wait 2 business days after submitting your claim before contacting WageWorks for your claim status.
- You can also verify the claim status online at www.wageworks.com.
- You will be notified via email of the status of your claim if we have a valid email address on file.
- Make a copy of the form and all attachments for your records.
- If sending Card Verification Form (CVF) along with your Health Care PMB claim, always put the Card Verification Form in front of the PMB claim so we can process it first.
- Do not combine and submit a co-workers claim with yours.
- Return the original form and copies of your receipts to WageWorks via fax or U.S. Mail.

FAX: (877) 353-9236, or mail your claims to: Claims Administrator, PO Box 14053, Lexington, KY 40512

