

Employee Guide Dependent Care Reimbursement - Manual Claims

To be reimbursed for out of pocket expenses from your dependent care account, documentation will be required to substantiate your claim.

Claims can be submitted via mail, email, fax, uploaded through the Participant Portal, and/or uploaded through the mobile app.

Step 1:

Pay for your daycare expenses with your own funds.

Step 2:

Keep your receipt/statement.

Step 3:

Submit your claims via mail, email, fax, uploaded through the participant portal, and/or uploaded through the mobile app.

Step 4:

Once the claim is approved, you will be reimbursed via check or direct deposit.

Provide your account information in the Participant Portal to set up direct deposit to get your money faster!

Download the HR Simplified app today on your iPhone or Android to view your Pre-Tax Accounts on the go 24/7.

Example of Sufficient Documentation

Receipt of Payment	
Date:	4/03/2018 @ 6:00 AM
Receipt ID:	
Description:	The mission of Minneapolis Kids is to provide high quality school age care for families. The program offers a safe, nurturing, educational & recreational experience where children are encouraged to pursue interests & develop friendship, independence, & confidence.
Children:	
Service Period:	April 1, 2018 through April 30, 2018
Amount:	\$465.50

Information Needed to Submit a Dependent Daycare Claim:

Date of Service (no future dates)

Amount Charged

Name of the Daycare Provider

Tax Identification Number (TIN) or Social Security Number

Type of Care Provided



Questions? (888)-318-7472 option 1 or fsa@hrsimplified.com

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