

How to complete the claim form

You can complete the claim form by typing directly on to it using Adobe Reader,
or you can print out a copy of the claim form and complete it by hand.

For each line, check the appropriate box to select which benefit you will be claiming. Next enter the date(s) the expense was incurred. Then check the box to indicate which family member incurred the expense, and put their name in the line below.

The next 2 lines are for listing the expense incurred, and service provider. The following box is for the total amount of this particular expense. The final box indicates whether or not the MySource MasterCard was used for this expense.

As you enter your information into the form using Adobe Reader, it automatically calculates your total reimbursement for each benefit. Once you've entered all of your information, you can digitally sign the claim form to password protect it from being altered. By clicking in the signature field, Adobe Reader will walk you through the steps to create your unique ID. After digitally signing the claim form, click the "submit" button to e-mail your form to claims@div125.com.

How do I know which benefit to select for my reimbursement?

FSA I and/or my employer contribute(s) to this plan on a pre-tax basis for the reimbursement of my out-of-pocket medical expenses.

HRA My employer funds 100% this plan, for the reimbursement of certain medical expenses outlined in our plan document.

DCAP I pay someone to watch my child (or elderly dependent), so that I am able to go to work.

PIH I contribute to this plan on a pre-tax basis for the reimbursement of my private individual medical, dental, or vision insurance premiums, for my self or family members.

How do I know what documentation I am required to provide?

FSA You must provide documentation containing the following information: Type of service, Date of service, Recipient of service, and the Cost of service. Cancelled checks, cash register receipts, and charge card slips do not meet these requirements, and therefore can not be accepted as substantiating documentation.

HRA You must provide documentation containing the following information: Type of service, Date of service, Recipient of service, and the Cost of service. Cancelled checks, cash register receipts, and charge card slips do not meet these requirements, and therefore can not be accepted as substantiating documentation.

DCAP You must provide documentation containing the following information: Who received the daycare, the dates of daycare, the name, address, and tax identification number of the care provider and the amount you are claiming. Cancelled checks and credit card slips can not be accepted. Transportation, snack and supply fees can not be reimbursed.

PIH You must provide a copy of your premium notice, and a copy of the payment that you made to the insurance company. For this benefit only, the IRS allows cancelled checks or bank statements to be used as substantiating documentation.

How do I submit my completed claim form to Diversified Administration?

Once you have your completed claim form and gathered your substantiating documentation, attach them to your e-mail, and send it to claims@div125.com. After we receive your claim via e-mail, our system will confirm receipt via an auto-reply. If you fax or mail your claim, and would like us to confirm receipt, please put your phone number or e-mail address in the box at the top of the claim form, and we will contact you as soon as we receive it.

**Please send faxed claims to 954-983-9695, and mailed claims to:
Diversified Administration, 6161 Washington Street, Hollywood, FL 33023
www.div125.com www.facebook.com/div125**