

Tips for Successfully Completing and Filing your Dependent Care

Reimbursement Request

1. Complete your Request for Reimbursement Form legibly. If your form cannot be read, it cannot be processed.

2. Provide appropriate supporting documentation.

If handwriting your reimbursement form, please use black or dark blue ink. Do **not** use highlighter or gel pens. Do not include medical, dental or vision expenses on this form.

3. Complete one part of Section 2 for each range of Dates the Care Was Provided and for each dependent.

4. Documentation for the DCA Reimbursement must include:

- Name of the dependent for whom the service was provided
- Date(s) of Service: Beginning & End Dates
- Amount that was paid
- Name of daycare provider
- Tax ID number or Social Security Number of the Provider
- Address of the provider

Retain a copy of the documentation and Reimbursement Form in your files.

5. "If you do not have a paid receipt from your day care provider you must complete the Affidavit of DCA Provider section on the front of this form.

6. Sign your form: An unsigned form will stop your reimbursement!

7. Fax or Mail your Form to the contacts listed on the front of the form.

Reimbursement Rules:

- The DCA expense must be incurred and paid before it can be reimbursed to you.
- Your accumulated payroll deduction amount is the maximum amount you can receive from your DCA
- If your expense is greater than the accumulated payroll deducted amount, you will only receive reimbursement for the accumulated payroll deduction amounts remaining.
- Any expense over the deduction amount will be credited and reimbursed to you after the next payroll deduction.
- You should retain the name, address, and TIN of the service provider. You may be required to report the information on IRS Form 2441 that you attach to your federal income tax return.

What Expenses Are Eligible?

Eligible expenses that can be paid from the DCA include care provided:

- Inside or outside the home; the care must be provided by someone other than the participant's spouse, or a person listed as the participant's dependent for income tax purposes; or a participant's child under age 19.
- In a dependent care center or a child care center, which meets all applicable state and local regulations.
- By a housekeeper whose services include, in part, providing care for a qualifying individual.

To be eligible, a **dependent** must meet the following:

- Must be a child under the age of 13.
- Must be a spouse or qualified dependent that is physically or mentally unable to care for him or herself.
- Must be an elderly parent and qualify as an eligible dependent.

Note: Please refer to the <http://www.irs.gov/pub/irs-pdf/p503.pdf> IRS publication 503, "Child and Dependent Care Credit" as a guide to covered and non-covered expenses.