

## WEBBER ADVISORS Valid Receipt Requirements

Due to IRS regulations, Webber Advisors is required to validate each expense prior to approval for reimbursement. In order for us to maintain efficient processing of your claims, we have listed below some examples of information that the IRS regulates as valid documentation.

### Valid Prescription Receipt

<b>FAMILY DRUG</b>	
RECEIPT	
1999 ROUTE 22, DUNCANVILLE, PA 16635 (814)696-5698	
RX#8956878	\$15.00
CHANTIX	FILLED: 4/1/2012
WARREN MARTIN	
546 SOUTH 5 <sup>TH</sup> ST, ALTOONA, PA 16601	
NDC# 00578-1201-15	RPH LAF/S9
DS 16	QTY #25

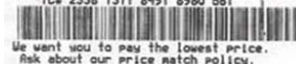
#### Five items a valid receipt must contain:

- ① Provider Name
- ② Patient Name (not required on OTC cash register receipts)
- ③ Description of Service/Rx Drug Name
- ④ Date of Service
- ⑤ Amount Paid

### Valid Dental/Physician Receipt

Dental Claim Form				
Tyler Smith D.M.D. 125 Smile LN Hollidaysburg, PA 16648			Invoice Date: April 24, 2012	
<b>Patient/ Guarantor Information:</b> Dorris White 978 Bear Rd Duncansville, PA 16635				
Date of Service	Patient	Description	Charge	
Credit				
4/21/2012	Donald	Cleaning/Exam	85.00	
4/21/2012	Brittany	Cleaning/Exam	85.00	
Prior Balance	Current Credits	Current Charge	New Balance	Amount Due
0.0	0.00	170.00	170.00	170.00

### Valid OTC Receipt

<b>Walmart</b> Save money. Live better.	
Manager Sandra Jones (888) 585-5898	
ST# 1895 OP\$ 00008452 TE\$ 69 TR\$ 059898	
BandAids	00256984512 3.43F
	Subtotal 3.43
	TAX 1 6.000% 0.21
	TOTAL 3.64
	CASH TEND 5.00
	CHANGE DUE 1.36
# ITEMS SOLD 1	
TC# 2336 7377 8491 8980 661	
	
We want you to pay the lowest price. Ask about our price match policy.	
3/15/2012	19:53:17

### A Few Important Requirements

- \*If your expense is being processed by your medical and/or dental insurance provider, you MUST submit a copy of your Explanation of Benefits (EOB) detailing the patient responsibility.
- \*Estimates are not consider a valid receipt, and no reimbursement can be made.
- \*All expenses must be incurred within the active plan year, regardless of when it was billed or paid. Prepayments are not FSA eligible, services must be rendered
- \*All Receipts that state previous balance or balance forwarded those amounts are not eligible for FSA reimbursement, as well as: credit card receipts, bank statements, or cancelled checks. These receipts do not comply with the IRS five required criterias listed above to verify the eligibility of your claim.

### Questions?

Please contact Webber Advisors at (800) 326-9850 and ask for the Claims Department

Email: [Claims@WebberAdvisors.com](mailto:Claims@WebberAdvisors.com)

Fax: (814) 317-1610