

## Valid Receipt Requirements

Due to IRS regulations, LR Webber 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	FILED: 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	
<u>Credit</u>				
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

Walmart  
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

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
- \*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. This receipts do not comply with the IRS 5 required criterias to verify the eligibility of your claim.

### Questions?

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

Email: Claims@LRWebber.com

Fax: (814) 317-1610