

# Flexible Spending Account Claim Form

1025 N. Campbell Road, Royal Oak, MI 48067  
800.989.8776 • p: 248.543.2644 • f: 248.543.2296  
[www.HRPro.com](http://www.HRPro.com)



YOU MAY USE THIS FORM **OR** FILE CLAIMS ONLINE AT [WWW.HRPRO.COM](http://WWW.HRPRO.COM)

This form is to be used for non-debit card claims only (SEE ACCOUNT LOGIN INSTRUCTIONS ON THE BACK OF THIS FORM)

Employer Name:							
Employee Last Name:			First Name:			Last 4 digits of SSN	
Street Address:			City:			State:	Zip:
Daytime Phone:			Email Address (For claim correspondence only):				

## Health Care Eligible Expenses

Description of Eligible Expense	Date of Expense	Total Cost	Amount Paid by Any Plan	Your Cost (Claim Amount)	Expenses for: Name (And if Dependent, Relationship & DOB)
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
<b>TOTAL</b>				\$	

## Dependent Care Eligible Expenses

Care Provider Name	Fed ID# or SSN of Care Provider	Date of Care From	Date of Care To	Total Amount	Expenses for: Name, Relationship & DOB
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
<b>TOTAL</b>				\$	

I certify that these expenses were incurred by myself and/or my eligible dependents. I further certify that these expenses are not reimbursable under any other plan, including a plan of another employer that covers me, my spouse or another member of my family.

I understand that I cannot use expenses reimbursed through this account as deductions when filing my individual income tax return. I understand that if I do not provide required documentation, I will not be reimbursed. I authorize my employer to deduct the total amount requested from my account in accordance with the terms and provisions of the Flexible Spending Account plan. If I receive reimbursement for health care expenses that are not eligible, I agree on demand to indemnify and reimburse my employer for any liability I may incur for failure to withhold income tax or Social Security tax up to the amount of additional tax actually owed by me.

Employee Signature:			<b>Attach copies of bills or receipts and return to:</b> <b>HRPro</b> <b>1025 N. Cambell Rd., Royal Oak, MI 48067</b>  <b>Tel: (248) 543-2644 Fax: (248) 543-2296</b> <b>Email: <a href="mailto:claims@hrpro.com">claims@hrpro.com</a></b>
Date:			

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## Instructions for Filing a Claim

1. Please type or print all information clearly and submit claim form to HRPro via mail, fax or email. Keep a copy of the claim form and receipts for your records. You may call HRPro at (248) 543-2644 with any questions regarding your claim.
2. Attach copies of itemized bills, EOBs or receipts to the claim form (You keep the originals). Canceled checks are not accepted.
3. You may only submit expenses incurred by you or your eligible dependents (as defined by the Internal Revenue Service).
4. Claims will be accepted and processed according to the schedule set forth by your employer.
5. Remember, disbursements from your spending accounts are made on a pre-tax basis. When filing your annual income tax return, do not declare reimbursements as income and do not take any expenses you have been reimbursed for as a deduction.

## Online Access to Your Account

Allows you to:

- File claims online
- Check account balance and claim history
- Review outstanding receipt requirements
- View plan information
- Download forms

## How to Login:

1. Log into [www.hrpro.com](http://www.hrpro.com) and click on "Login" under Participant Resources or click the "Login" button on top of page.

2. Login using the following:

Username: First initial (cap), full last name (lowercase) and the last 4 digits of your SSN.

**Example:**

John Smith 123-45-6789 would login as:  
[Jsmith6789](#)

If this is your first time logging onto the system, use **Password1** as your password. You will be prompted immediately to create a new, unique password before entering the participant portal.