

### **2011 Flexible Spending Account deadline**

If you have funds remaining from 2011, you have until **April 30, 2012** to submit your requests for reimbursement for your 2011 expenses. If you do not submit your reimbursements, you will forfeit your balance in the FSA. Please see the directions below on how to submit claims for reimbursement.

#### **Proper Documentation**

If your forms are not filled out correctly, completely or legibly, the claim will not be processed. Here are a few suggestions to follow when filling out the form;

1. Please fill out the online form (Reimbursement or Validation) by typing and then printing. This will help keep the form legible.
2. Be sure to use the insurance holder's social security number or CIGNA ID number.
3. Be sure to have the insurance holder sign and date your form.
4. Please read the documentation on the second page to be sure you are including proper receipts and/or documentation.

The Internal Revenue Service (IRS) requires CIGNA, our 2011 flexible spending account administrator, to substantiate each transaction to verify that it was for an eligible expense and complied with IRS rules.

#### **Medical, Prescription, and Over-the-Counter Expenses**

If you did not use your debit card, please use the attached FSA Reimbursement Request Form to submit your reimbursement request to CIGNA. You will need to attach a copy of an itemized receipt. During this time of year, reimbursement requests may take up to 15 business days to process.

#### **Dental, Vision, and Other Employer Medical Plans**

If you did not use your debit card, please use the attached FSA Reimbursement Request Form to submit your reimbursement request to CIGNA. You will need to attach a copy of an itemized receipt. During this time of year, reimbursement requests may take up to 15 business days to process.

If you have any questions, please call CIGNA Customer Service at 800-767-7141. Customer service is available 24 hours a day, 7 days a week. More information about flexible spending accounts is available on the Staff Benefits website at <http://www.purdue.edu/hr/Benefits/fsa.html>.