



Benefit Advantage

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HOW TO FILE YOUR REQUEST

DEFINITION OF DEPENDENT CARE:

Must be “for care of an eligible dependent by IRS regulations enabling you or your spouse to work or to seek employment”

DEFINITION OF ELIGIBLE DEPENDENTS:

The IRS states an eligible dependent is less than 13 years old and living with you. An eligible dependent may also include your mentally or physically impaired spouse/dependent/child that is living with you and incapable of caring for him or her self.

The provider of the care **MUST** declare the funds you pay them as income

CHECKLIST

- ✓ Fill out only if you are manually submitting claims throughout the year
- ✓ Documentation must be attached
- ✓ Sign the bottom of the claim form

The provider **MUST** sign the claim form or include a tax id in order to process the claim.