

*It's your money, and these steps can put it back in your pocket.*

## End-of-Year Claims

Want to be reimbursed so you can use the money this year?

# 4 simple tips for claiming your money!

### 1. *Submit claims NOW.*

Need holiday money? Try not to wait until the end of the year, when it takes longer to reimburse you because of a flurry of last-minute claims.

### 2. *Avoid a pile-up. It'll tie up YOUR money.*

Send us claims as you get them. A year's worth of claims that are submitted at one time takes longer to process and may delay your reimbursement.

### 3. *Cross the "t's," dot the "i's".*

Nobody wants a claim bounced back without payment. Key things to do:

- ▶ Write clearly and use a dark pen
- ▶ List each claim separately, including individual date of service and dollar amount
- ▶ Attach matching receipts (copies preferred, not originals)
- ▶ Circle key information on receipts
- ▶ Include the total amount you want reimbursed
- ▶ Sign the form

### 4. *Fax is faster.*

Mail is slower. Fax your claim and receipts to (651) 662-7247 or 1-866-231-0214. We'll get right on it.

### *Get answers!*

Check account balance online, 24/7 at **selectaccount.com**. Or, call our customer service line at (651) 662-5065 or 1-800-859-2144 for account balance information or to verify receipt of your claim.

### *Where to send claims.*

SelectAccount  
P.O. Box 64193  
St. Paul, Minnesota 55164-0193  
Fax: (651) 662-7247

### *Which accounts do you have?*

In most cases, Flexible Spending Account (FSA) money falls under the category of “use it or lose it.” Funds in the account must be spent this year and claimed soon after the year ends, or the balance is no longer available to you. Carry-over rules for Health Reimbursement Accounts (HRAs) and Health Savings Accounts (HSAs) vary. In the case of many HSAs, you can carry over unused balances to future years.