

File 2010 FSA Claims by March 31, 2011

Turn in claims and documentation **as soon as possible** to allow adequate time to correct any denials that may arise. *If you don't submit documentation* postmarked by March 31, the total ineligible amount will be counted as taxable income. Keep an official record (e.g. fax confirmation, email time stamp, certified mail, etc.) of proof stating the date and time the claim was submitted for your records just as you would when you file taxes. If you have questions or have not received your 2010 FSA Benefits Statement, contact Benefit Administration Company at 206-625-1800, extension 307.

How to Request Reimbursement

You can request reimbursement for FSA expenses by: 1.) Submitting your itemized receipts and reimbursement claim form to Benefit Administration Company by fax, email, or mail; 2.) Completing the online claim form and uploading your itemized receipts, bills, or Explanation of Benefit directly into the claim reimbursement system.

Mail: Benefit Administration Company, P.O. Box 550, Seattle, WA 98111-0550
Phone: 206-625-1800, extension 307
Fax: 206-682-8016
Email: flexcs@baclink.com; attach scanned copies of your receipts

Upload Receipt: www.baclink.com; log into your account using the Participant Portal; Navigate to **My Accounts > Request Reimbursement**. Choose **Add New**. Enter service dates, claim amount, claimant name, reimbursement method, provider name, account type, and choose your receipt, bill, or Explanation of Benefit file. Click OK.