



Employee Benefits Corporation

Daycare Expenses Receipt (must submit with completed Claim Form)

Fax to: 608 831 4790
Mail to: Employee Benefits Corporation, PO Box 44347, Madison WI 53744-4347
Phone support: 800 346 2126 | 608 831 8445
E-mail support: employerservices@ebcflex.com

Participant Information

Last Name _____ First Name _____
Employer _____ **Last 4 Digits of Social Security or Identification Number (Required)** _____
Dependent(s) Name(s) _____

Provider's Name _____ Provider Tax ID# or Social Security Number _____
This is to certify that \$ _____ was charged for services incurred:
_____ through _____
Date of Service (mm-dd-yyyy) _____ Date of Service (mm-dd-yyyy) _____

X _____
Signature of Daycare Provider _____ Date (mm-dd-yyyy) _____

Print Name of Daycare Provider _____

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Frequently Asked Questions

What are eligible Dependent Care expenses?

The primary purpose of care must be to provide custodial care while you work, if you are gainfully employed. This means that the care is for the well-being and protection of the dependent. Services include au pairs, nannies, daycare, day camps, babysitters (if care is provided in order for participant to go to work), nursery schools, and preschools.

What expenses are not reimbursable?

Examples of expenses that do not qualify for reimbursement are ancillary expenses such as fees for food, art supplies, clothing, field trips, kindergarten, education expenses, child care while on vacation, and overnight camps.

How are Dependent Care expenses reimbursed?

Reimbursements are paid out as funds made available in your account through your deposits once the dates of service have passed. Therefore, if you submit a claim for the dates of March 1st through March 31st; the claim will not be payable until the date of March 31st has passed.

If you would like to receive reimbursements sooner, submit claims for shorter time spans. For example, if you've paid for a month of care in advance, you may submit claims for the month by week, and as each week ends, a reimbursement will be processed. You can submit claims for any date span you choose.