

Medical Flexible Spending Account Holders

In recent months many of you have received requests from First Financial Group to provide receipts to support the charge(s) you have placed on your Flexible Spending Card. Here is some important information.

Do I need to keep my receipts when I use my FSA card?

YES! Third party documentation could be required any time you use your payment card or request reimbursement. Therefore, always hold on to your receipt in case further documentation is requested. The receipt must contain the following information:

- Date of service;
- Name and address of service provider or merchant;
- Description of the service or expense provided; and,
- Amount charged.

*Please note that non-itemized cash register tapes, credit card receipts and cancelled checks alone do not provide proper substantiation.

How will I know if I need to submit a receipt for substantiation?

If a receipt is needed, you will be notified by First Financial Group.

What if I don't submit my receipts?

You must provide the receipts within the time requested or the transaction will be deemed ineligible, and you will be required to refund the amount of the transaction to your account. If you fail to submit required receipts within 45 days, your payment card will be deactivated. If you fail to reimburse the account, your employer may withhold the amount of the ineligible expense(s) from your pay or add it to your W-2. However, the IRS may require you to present receipts to verify your tax return, so hold on to these receipts as well.

Will the card know which expenses are eligible and which are not?

While the card can identify a healthcare or childcare location based on the Merchant Category Code, it cannot identify the items or services purchased. That is why in some instances, you will be required to send in documentation to verify that the card was used to pay for an eligible expense. Always save your receipts!

What happens if I use the card for an ineligible expense?

If you use the card for an ineligible expense, you will be required to reimburse your account for that transaction.