

You can submit **ONE** claim for a year's worth of childcare expenses!



## No-Wait Dependent Care FSA

- 1** **Download** a 'No-Wait Dependent Care Reimbursement' claim form from [www.flores247.com](http://www.flores247.com) or obtain this form from your HR Department
- 2** **Complete** the claim form:
  - a. Service Dates:** put the entire period in which that provider will care for your dependent. For example, if you will use the same childcare provider for all of 2016, list 1/1/2016-12/31/2016 as your service dates.
  - b. Dependent:** List the dependent's name receiving care
  - c. Service Provider:** List the name of the childcare provider and its 9-digit tax ID#
  - d. Cost:** request the total amount you will pay for daycare services with this provider for the service dates listed on the form.

Service Date From:	Service Date To:	Dependent	
<input type="text" value="1/1/2016"/>	<input type="text" value="12/31/2016"/>	<input type="text" value="Your Child's Name"/>	Cost <input type="text" value="5,000.00"/>
Service Provider	<input type="text" value="Childcare Provider"/>		
Tax ID#:	<input type="text" value="9 Digit Tax ID#"/>	<input type="text"/>	
Provider Signature (Required If Receipt Not Attached)			

- 3** **To Substantiate your claim you may EITHER:**
  - a.** Ask your childcare provider to sign in the "provider signature" box to verify that you will incur at least the amount indicated on the form related to childcare expenses in 2016 OR
  - b.** Provide an itemized statement of charges related to your dependent care expenses.

PLEASE REMEMBER THAT A NEW DEPENDENT CARE CLAIM FORM MUST BE SUBMITTED EACH NEW PLAN YEAR.