

# Flexible Spending Account REIMBURSEMENT REQUEST



**Submit your claims on-line!**

You can file secure, paperless claims on-line via the Participant Portal at [www.gdynamic.com](http://www.gdynamic.com)

This form should not be used for debit card substantiation or HRA claims.

## EMPLOYEE INFORMATION

Employee Name

## CLAIM SUBMISSION REQUIREMENTS

1. **Be sure your form is complete, legible and signed.** Incomplete Reimbursement Request Forms or those lacking proper documentation will not be processed. You will receive a letter of explanation.
2. **Limit one receipt per line.** Do not include more than 2 receipts per Day Care or 5 receipts per M-4.8 14.5ptay C (d)2.30

