Debit Card Receipt Management Form

summit

Employer Name (Please Print) _____

Effective Date: ___/___/_____

Receipt Management – Requests

Begin sending communications for transactions that were settled by the merchant after: _____

Initiate a Receipt Request _____ days after the transaction settlement date if the transaction is still pending substantiation.

☐ Only show the last four digits of the Participant ID on communications.

☐ **First Request**

    ☐ No Receipt Necessary

Enable Communication Methods:

    ☐ Email   ☐ Mailed Letter   ☐ Send letter if there is no email address on file.

☐ **Second Request** *(Send _____ days after the first request)*

    ☐ No Receipt Necessary

Enable Communication Methods:

    ☐ Email   ☐ Mailed Letter   ☐ Send letter if there is no email address on file.

☐ **Third Request** *(Send _____ days after the second request)*

    ☐ No Receipt Necessary

Enable Communication Methods:

    ☐ Email   ☐ Mailed Letter   ☐ Send letter if there is no email address on file.

☐ **Receipt Overdue** *(Send _____ days after the last request)*

    ☐ No Receipt Necessary

Enable Communication Methods:

    ☐ Email   ☐ Mailed Letter   ☐ Send letter if there is no email address on file.

☐ **Card Deactivation** *(Deactivate Card _____ days after the last communication)*

    ☐ No Receipt Necessary

Enable Communication Methods:

    ☐ Email   ☐ Mailed Letter   ☐ Send letter if there is no email address on file.

☐ **Expense Denial** *(Automatically deny expenses _____ days after the last request)*

    ☐ No Receipt Necessary

Enable Communication Methods:

    ☐ Email   ☐ Mailed Letter   ☐ Send letter if there is no email address on file.

Receipt Management − Processing

Successfully Adjudicated (*The receipt received shows the purchase was eligible.*)

☐ Enable Communication Methods:

☐ Email ☐ Mailed Letter ☐ Send letter if there is no email address on file.

Plan Satisfied (*The receipt received shows the purchase satsfied the plan.*)

☐ Enable Communication Methods:

☐ Email ☐ Mailed Letter ☐ Send letter if there is no email address on file.

Additional Documentation Required
The receipt received is not sufficient to determine eligibility.

☐ **First Request**

☐ No Receipt Necessary

Enable Communication Methods:

☐ Email ☐ Mailed Letter ☐ Send letter if there is no email address on file.

☐ **Second Request** (*Send _____ days after the first request*)

☐ No Receipt Necessary

Enable Communication Methods:

☐ Email ☐ Mailed Letter ☐ Send letter if there is no email address on file.

☐ **Card Deactivation** (*Deactivate Card _____ days after the last communication*)

☐ No Receipt Necessary

Enable Communication Methods:

☐ Email ☐ Mailed Letter ☐ Send letter if there is no email address on file.

☐ **Expense Denial** (*Automatically deny expenses _____ days after the last request*)

☐ No Receipt Necessary

Enable Communication Methods:

☐ Email ☐ Mailed Letter ☐ Send letter if there is no email address on file.

Ineligible Expense/Plan Reimbursement Notice
The receipt received shows purchase was for an ineligible expense.

☐ Enable Communication Methods:

☐ Email ☐ Mailed Letter ☐ Send letter if there is no email address on file.

Authorized Signature: _____ Date: _____ / _____ / _____

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