## Debit Card Receipt Management Form



<u>Em</u>	<u>oloyer</u> Name (Pleas	se Print)	
Effe	ctive Date://_		
		Receipt Ma	anagement - Requests
Beg	in sending commun	•	s that were settled by the merchant after:
	ate a Receipt Reque stantiation.	est days after the tr	ansaction settlement date if the transaction is still pending
	Only show the las	t four digits of the Partic	cipant ID on communications.
_	First Request  No Receipt New ble Communication	Methods:	Conditation if there is no empired dupoe on file
	☐ Email	☐ Mailed Letter	Send letter if there is no email address on file.
_	☐ No Receipt Ned	Methods:	
	Email	☐ Mailed Letter	Send letter if there is no email address on file.
_	Third Request (Sen  No Receipt Neo ble Communication Email	•	second request)  Send letter if there is no email address on file.
	Receipt Overdue (S	Send days after the	last request)
Ena	☐ No Receipt Ned ble Communication ☐ Email	•	☐ Send letter if there is no email address on file.
_	Card Deactivation (  No Receipt New ble Communication  Email	cessary	days after the last communication)  Send letter if there is no email address on file.
		LI Widiled Letter	
Enal	☐ No Receipt Ned	cessary Methods:	es days after the last request)
	☐ Email		Send letter if there is no email address on file.

## Receipt Management - Processing

Succe	essfully Adjudicat	<b>ed</b> (The receipt received si	hows the purchase was eligible.)		
☐ E	Enable Communication Methods:				
	] Email	☐ Mailed Letter	☐ Send letter if there is no email address on file.		
Plan S	Satisfied (The rece	eipt received shows the pu	rchase satsfied the plan.)		
☐ E	nable Communica	ation Methods:			
	] Email	☐ Mailed Letter	☐ Send letter if there is no email address on file.		
			ocumentation Required s not sufficient to determine eligibility.		
☐ Fi	irst Request				
	No Receipt Ne	cessary			
Enable	e Communication	Methods:			
	] Email	☐ Mailed Letter	Send letter if there is no email address on file.		
Enable	No Receipt Nedelection Email	•	☐ Send letter if there is no email address on file.		
□ c	ard Deactivation (	(Deactivate Card d	ays after the last communication)		
	No Receipt Ne	•			
Enable	e Communication _				
	] Email	☐ Mailed Letter	Send letter if there is no email address on file.		
_ [	xpense Denial (Au  No Receipt New e Communication	cessary	s days after the last request)		
	] Email	☐ Mailed Letter	☐ Send letter if there is no email address on file.		
		The receipt received show	/Plan Reimbursement Notice vs purchase was for an ineligible expense.		
	nable Communica		Condicator if there is no small address on file		
L	] Email	☐ Mailed Letter	Send letter if there is no email address on file.		
Autho	rized Signature:		Date: / /		

