

# Important Reminder

## Why we require you to send in receipts.

The IRS requires us to capture specific information in order for us to verify a purchase made with the take care® Flex Benefits Visa® Debit Card.



Requests for receipts may include a payment for a co-pay that does not match the co-pay amount linked to your take care account.

### What type of receipt is acceptable?

Acceptable proof of service for expenses paid for with your take care Card include:

- itemized bill (a medical provider or retailer's detailed receipt), or
- explanation of benefits (EOB), or
- other documentation from your health provider or health plan

### These documents must show:

1. Provider name or where item was purchased
2. Service or purchase date
3. Detailed description of item purchased or service provided
4. Amount paid and/or the portion not reimbursed through your insurance carrier
5. Person who received the service or who the item is for (may be excluded for retail purchases)

[MyFlexOnline.com](http://MyFlexOnline.com)

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# What you should know about the take care® card.

- Your take care® Flex Benefits Visa® Debit Card can only be used at qualified locations including doctors' offices, pharmacies, online drug stores, online stores for contacts, dentist offices, optical shops, hospitals, and day care facilities.
- Make sure to save all receipts for items purchased with your Card. Occasionally you will be asked to provide documentation of charges made with your Card. Please save itemized merchant receipts as well as the take care card receipts. This is an IRS requirement.



**NOTE:** As a result of the 2010 Affordable Care Act effective January 1, 2011, there are new requirements for purchasing over-the-counter (OTC) medicines. With the exception of insulin, the Card can only be used to pay for OTC drugs when they are prescribed. To learn more about using your Card to purchase OTC medicines, go to [MyFlexOnline.com](http://MyFlexOnline.com).

## Learn more at [MyFlexOnline.com](http://MyFlexOnline.com)

- ✓ get tips for using your take care Card
- ✓ view your account balance(s)
- ✓ look up qualified plan expenses
- ✓ view card transactions
- ✓ verify your plan election(s)
- ✓ use online claim entry to get reimbursed when you don't use the card to pay

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