

1. Complete Parts A & B in full.
2. Attach bill or invoice and proof of payment in the form of a copy of a cancelled check or paid provider statement for all expenses incurred.
3. Submit bills monthly to EHIM, Powered by ProCare Rx, 26711 Northwestern Highway, Suite 500, Southfield, MI 48033

**A. Member Information**

Employee Name:		Date of Birth:	Social Security #:	
Address:		City:	State:	Zip:
Email Address:	Home/Cell Phone:	Employer Name:		Work Phone:

Dependent Name	Date of Birth	Relationship to Insured	Expenses	Date of Service	
1.			\$	From	To
2.			\$	From	To
3.			\$	From	To
4.			\$	From	To

**B. IRS Required Information**

Name of Provider:		Caretaker/Provider Federal Tax ID # or Social Security #:
Service Location: Employee Home      Other: Licensed Facility		Service Location Address:

**Relationship to Caretaker/Provider to Employee:**

None      Dependent Child (\*Age \_\_\_\_ )      Parent      Other

*\*If dependent child is provider of care, must provide age (IRS requires dependent provider to be at least 19 years of age).*

I understand that dependent care expenses reimbursed from the Dependent Care Account cannot be claimed as a Child Care Tax Credit on my Federal Income Tax Return.

Please sign and date below:

<b>Employee Signature:</b>	<b>Date:</b>
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**Important Information:** *(please read)*

**Qualifying Dependent:** A qualifying dependent is a dependent under age 13 for whom you can claim a tax deduction (personal exemption), or a dependent or spouse who is physically or mentally incapable of taking care of him/herself.

**Qualifying Expenses:** Dependent care expenses eligible for reimbursement are those for household services and care for qualifying dependents that are incurred to enable you to be gainfully employed. Examples of such expenses are:

- At-home child care
- Household services related to the care of the elderly
- Care at licensed schools
- Daycare centers

Care cannot be provided by an employee's child under age 19 or by any other person for whom the employee or his/her spouse can claim a personal tax exemption.

**Note:** *Dependent care expenses for which you are reimbursed from this plan cannot be claimed as deductions or credits on your Federal Income Tax Return.*

EHIM, Powered by ProCare Rx  
26711 Northwestern Highway, Suite 500  
Southfield, MI 48033

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