

Dependent Care Account Valid Receipt Requirements

Due to IRS regulations, LR Webber is required to validate each expense prior to approval for reimbursement. In order for us to maintain efficient processing of your claims, we have listed below an example of information that the IRS regulates as valid documentation.

Items a valid receipt must contain:

- ① Provider Name
- ② EIN or SSN Number
- ③ Child(ren) Name(s)
- ④ Description of Service
- ⑤ Date of Service
- ⑥ Amount Paid

Valid Dependent Care Receipt

WATCHING CHILDREN GROWING DAYCARE 253 TODDLER LN HOLLIDAYSBURG, PA 16648 EIN: 52-3648951								
Billing For: Sara Smith 309 Plum St Hollidaysburg, PA 16648 Child Name: Brooke Smith								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;"><u>Date of Service</u></th> <th style="text-align: left; padding: 2px;"><u>Service Type</u></th> <th style="text-align: left; padding: 2px;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">December 4-8, 2017</td> <td style="padding: 2px;">Daily Child Care, toddler group</td> <td style="padding: 2px;">375.00</td> </tr> </tbody> </table>	<u>Date of Service</u>	<u>Service Type</u>	<u>Amount</u>	December 4-8, 2017	Daily Child Care, toddler group	375.00		
<u>Date of Service</u>	<u>Service Type</u>	<u>Amount</u>						
December 4-8, 2017	Daily Child Care, toddler group	375.00						
Total Amount Due:		375.00						

A Few Important Requirements

- *You may elect up to \$5,000.00 (if filing jointly on taxes) per year for DCA (Dependent Care Expenses) or \$2,500.00 (if single or married filing separately on your taxes)
- *Full DCA election is not available day 1 of the plan year as it is with Medical FSA. You can only be reimbursed the amount that has been withheld from your pay.
- *The DCA Account also has a grace period at the end of each plan year. You must incur any expenses 75 days after your plan year ends, all claims must be submitted 90 days after each plan year ends to LR Webber.
- *If an individual is providing child care, the social security of the individual will need to be provided
- *All expenses must be incurred within the active plan year, regardless of when it was billed or paid

Questions?

Please contact LR Webber Associates at (800) 326-9850 and ask for the Claims Department

Email: Claims@LRWebber.com

Fax: (814) 317-1610