




What documentation is needed for my claim?

The IRS requires you to provide documentation to make sure expenses are eligible for reimbursement from your plan. Your documentation needs the following details:

- Name of provider or merchant
- Date of service received or item purchased
- Description of service received or item purchased
- Dollar amount (after insurance, if applicable)

An **itemized receipt** or **Explanation of Benefits (EOB)** typically has all the required information. See below for a few examples.

 **Health Company** **Statement**

Company name: ACME Health
Street address: 91 Halifax St
City: Massillon
State: Ohio
Zip: 44646
Phone: (202) 555 - 0112
Email: acme@health.org

BILL TO Name **John Smith**
Street address: 8977 Theatre Lane
City: North Olmsted
State: Ohio
Zip: 44070
Phone: (202) 555 - 0133
Email: jsmith@health.org

Date: 06/21/2019
Statement #123122

Date	Description	Balance	Amount
01/01/2019	Office visit - Name of Physician	\$150.00	\$150.00

Current	1-30 days past due	31-60 days past due	61-90 days past due	over 90 days past due	Amount Due
-	-	-	-	-	\$150.00

Remittance
Statement #123122
Date
Amount Due
Amount Enclosed

RX Receipt


John Smith
 RX # 0268926-13036
Date: 06/21/2019

Amoxicillin
 QTY: 90 2 refills
 Refill NDC: 00074
 Retail Price: \$131.89 Your insurance saved you: \$36.78

\$95.11

MFG: ABBVIE
 XXX.X /S.ALLEN

GROUP # 0789
 CLAIM REF # 123602196315026
 37 KETCH HARBOUR DRIVE, HACKETTSTOWN, NJ 07840
 PH: (202) 555 - 0152

 Health Company **Explanation of Benefits** Date: 06/21/2019

Recipient: John Smith

Date of service	Claim	Description	Provider	Charges	Deductible	Copayment	Coinsurance	You owe
06/15/2019	1332	Office visit	City Medical	\$135.00	\$750.00	\$25.00	\$35.00	\$100

Total \$100.00
 Total deductions \$35.00
 Total cost of visit \$135.00

Examples of unacceptable forms of documentation include but are not limited to:

- Provider statements that only indicate an amount paid, balance forward, or previous balance
- Credit card receipts
- Bills or invoices for pre-paid medical expenses (i.e. services not yet incurred)
- HSA transactions do not require receipts but you should keep all receipts because you may be asked to provide them by the IRS later