

Align Smart-Choice Accounts

Dependent Care Flexible Spending Account (DCFSA)

Receipts and Documentation

See the examples below of different types of expenses and receipts that would need to be provided upon submitting your claim. Use this as a guide to ensure you are submitting the documentation that will be required for quick and easy payment.

TIP: To avoid submitting receipts or documentation, have your service provider sign and date the claim form.

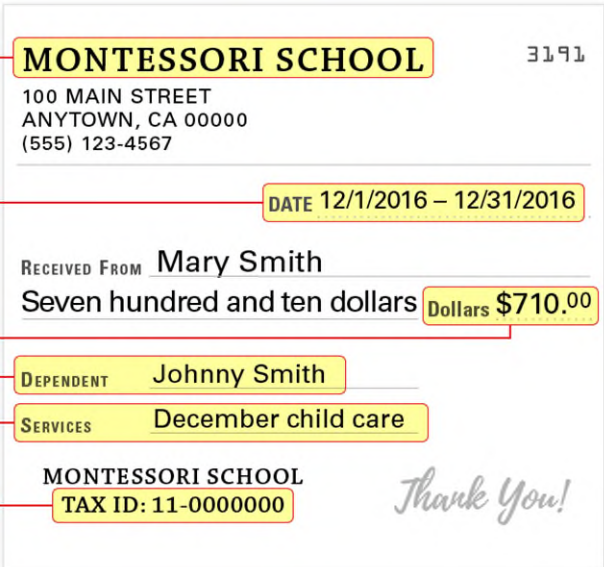
Valid Dependent Care Receipt Sample

A valid receipt contains the following items:

1. Service provider
2. Service begin date and end date
3. Amount you're responsible for
4. Dependent's name
5. Service description
6. Service provider's tax ID

Tips and Reminders:

- You must submit two separate claims if services span over two different years. Submit each claim with exact dates and amount incurred for each year (example: August 2024 - May 2025; submit 1 for August - December; 1 for January - May)
- Do not submit expenses for dates in the future. Wait until the service has been completed or incurred
- If asking for partial payment for services completed, indicate exact start and end date and amount incurred for that exact period



A sample receipt from Montessori School. The receipt is white with black text. It includes the school's name, address, and phone number. It also includes the date of service, the name of the service provider, the amount of the service, the name of the dependent, the description of the service, and the school's tax ID. The receipt is numbered 1 through 6, corresponding to the items listed in the 'Valid Dependent Care Receipt Sample' section.

1. **MONTESSORI SCHOOL** 3191
100 MAIN STREET
ANYTOWN, CA 00000
(555) 123-4567

2. **DATE 12/1/2016 – 12/31/2016**

3. **RECEIVED FROM Mary Smith**
Seven hundred and ten dollars Dollars \$710.00

4. **DEPENDENT Johnny Smith**

5. **SERVICES December child care**

6. **MONTESSORI SCHOOL**
TAX ID: 11-0000000 *Thank You!*

Invalid Dependent Care Receipt Sample

Common problems with receipts:

1. No service begin date or end date specified
2. Includes payment history but not the specific service dates
3. Service provider information is missing the tax ID

Account ID: 12345

Parents:
Bob Smith
Mary Smith

Students:
987654 Jimmy Smith

1 **Charges for Days of Attendance** \$844.00

Additional Charges Applied to Account \$0.00

2 **Payment History – January 2017**

DATE PAID	PAID BY	PAYMENT TYPE	AMMOUNT PAID
2/1/2017	MARY	CHECK	\$80.00
2/1/2017	MARY	CHECK	\$40.00

3 **MONTESSORI SCHOOL**

100 Main Street
Anytown, MA 00000-1234
(555) 123-4567

Expenses Incurred Outside of United States

To submit a claim for services received or products purchased outside of the United States, provide:

- Receipts and other documentation in English
- Expenses in U.S. dollars

If receipts and documentation are in another language besides English:

- They must be translated. You, the service provider, or someone else can do the translation.
- The translation can appear on the receipts and documentation, or in a separate document.

If you're unable to convert the expenses to U.S. dollars from another currency, submit them. Your Smart-Choice Account will convert the amounts to dollars.