

## Alight Smart-Choice Accounts

### Dependent Care Flexible Spending Account (DCFSA) Receipts and Documentation

See the below examples 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

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

2 **DATE 12/1/2016 – 12/31/2016**

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

3

4 **DEPENDENT Johnny Smith**

5 **SERVICES December child care**

**MONTESSORI SCHOOL**  
6 **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.