The Diocese of Long Island
Flexible Spending Account
Claim Form

Benefit Analysis, Inc.
P.O. Box 527
Nutley, NJ 07110-0527

1. Participant Information and Signature

By submitting this claim form, I (participant named below) certify that I and/or my dependents incurred the below expenses, and that I have paid the expense(s) incurred by me and/or my eligible dependents. This reimbursement is not payable under any other plan. I further declare that I have not and will not deduct these expenses on my Federal and State income tax returns.

Participant Name *(please print)*:_____ **Social Security Number**: _____

Participant Address:_____**City**:_____**State**:_____**Zip:**_____

☐ **CHECK IF ABOVE IS A CHANGE OF HOME ADDRESS**

How may we contact you during the day? Email: _____ **Phone:** _____

Participant Signature: _____ **Date:** _____

2. Dependent DAY Care FSA - attach all documentation **The child must be under the age of 13**

Benefit Card? Y/N	Dependent Name	Age	Provider Name	Tax ID Number	Date(s) Of Service mm/dd/yyyy		Requested Amount
					From:	To:	
					From:	To:	
					From:	To:	
					From:	To:	
					From:	To:	
					From:	To:	
					From:	To:	

Total Amount Requested **$**

3. Health Care FSA - attach all documentation

Benefit Card? Y/N	Patient Name	Provider Name	Description of Service	Date of Service	Requested Amount

Total Amount Requested **$**

4. Process

For more efficient processing, submit the claim via BAI website portal at www.benefitanalysis.com

To submit by mail send to:
Benefit Analysis, Inc.
P.O. Box 527, Nutley, NJ 07110-0527

To submit by fax send to:
973-661-2888

To submit by email send to:
Info@benefitanalysis.com

ONLY ONE METHOD OF SUBMISSION IS NECESSARY

SUBMISSION DEADLINE FOR ACTIVE EMPLOYEES
Employees have 90 days after the plan year end to submit claims for both Health (HCR) and Dependent Day Care (DCR).

SUBMISSION DEADLINE FOR TERMED EMPLOYEES
Termed employees have 90 days from the plan year end for HCR. The services provided must have been incurred while still an active employee. For DCR contact BAI.