

**Health and Dependent Day  
Care Reimbursement Form**

**Goshen College  
Section 125 Cafeteria Plan**

Last Name	First Name	Middle Initial	Social Security Number	Daytime Phone
Home Address				Email Address
City			State	Zip

**Health Care Expense Claims**

Date Expense Incurred	Name of Provider	Expense Description	Person for Whom Expense Incurred	Amount

**Dependent Day Care Expense Claims**

Name of Dependents	Service From	Period To	Name/Address/ID# of Provider of Services	Amount

I certify that the expenses being submitted were incurred while covered under the Company's Flexible Spending Account Plan, and have not been reimbursed by any other source. If the claim is not valid, I recognize that I will be liable for payment of all taxes on amounts paid from the Plan which relate to that expense. I also recognize that I cannot claim these expenses on my personal income tax return.

Employee Signature	Date
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**Send the completed claim and receipts to:**  
**The Harrison Group, Inc.**  
**3 Raymond Drive, Suite 201**  
**Havertown, PA 19083**  
**Phone: (610) 853-9075 Fax: (610) 853-9079**  
**Email: [service@theharrisingrouponline.com](mailto:service@theharrisingrouponline.com)**

**Goshen College**  
**Submission of Manual Claims**

In order for you to be reimbursed for allowable expenses when you cannot use your debit card, you will need to submit a *claim form* along with a copy of the billing invoices or receipts that you paid to The Harrison Group, Inc.

You can submit your claims in any of the following ways:

- Mail your claim.
- Fax your claim to (610) 853-9079
- Email your claim to: [service@theharrisingrouponline.com](mailto:service@theharrisingrouponline.com)

Reimbursement checks are mailed twice per month within a week after the 15<sup>th</sup> of the month and the last day of the month.

**Track Your Account Balance and for Other Helpful Information**

If you have any questions regarding your Flexible Spending Account(s), you can call The Harrison Group, Inc. at (610) 853-9075, Monday through Friday, 8:30 a.m. to 5:00 p.m. In addition, you can view your account information on their website. The login instructions are:

1. Go to [www.theharrisingrouponline.com](http://www.theharrisingrouponline.com)
2. Click on "Employee Center"
3. Click on "Employee Login"
4. DO NOT click on "New to the system? Enroll Now"
5. Complete the Participant Login as follows:

User ID: Your Social Security Number

Password: The Last Four Digits of Your SSN

Select Role: Participant

Click Login

This will then take you to the "Summary" screen that provides you with your personal information as well as other information relating to your account(s).

If you need to change any of your personal information, you may do so by clicking the "Personal Profile" tab.