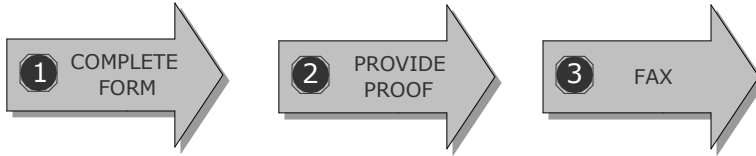


# Submitting your Parking Cash Reimbursement Claim

## How to file a Parking Reimbursement Cash Claim

Complete and submit a Parking Cash Reimbursement Claim Form along with the receipts that clearly show an eligible expense was incurred. Here are the steps to follow:

1. Complete the Claim Form.
2. Attach itemized receipt.
3. Fax the form and the receipt.



You must provide receipts with all parking claim forms.  
Claims submitted without receipts will not be paid.

The claim form must be completed, dated and signed. The receipt must show the vendor name, vendor contact information, purchase date, a description of the expense and the expense amount. A credit card receipt or canceled check is not adequate documentation. Credit card receipts often do not list the individual items purchased along with a description of the item. This is why you must save your purchase receipts.

You may request reimbursement up to three (3) parking services on a single Claim Form using a separate line for each purchase or month. Please fax (fastest processing) OR mail a copy of the documents (keep the originals), but DO NOT DO BOTH.

**Place the documents in this order: Claim Form first, then the supporting documentation. Please do not return the instruction pages with your form and receipts.**

Fax: 1-888-211-9900 (toll-free)

OR

Mail: Your Spending Account™; P.O. Box 64034 The Woodlands, TX 77387-4034

Good receipt

Receipt missing information

	<p>City Center Parking 125 Main Street Smallville, CA 12345 (999) 555-1313</p>	Vendor Information	<p>City Center Parking 125 Main Street Smallville, CA 12345 (999) 555 -1313</p>	
Date	DATE: 01-31-2009 TIME: 05:43PM		DATE: 01-08-2009 TIME: 05:43PM	
Expense Description	Monthly Parking Fees Unassigned - January 2009 \$135.00	Amount	ITEM: 0041 VIS SALE ACCT: XXXXXXXXXXXXX9876 AUTH: 9898	no description of items purchased
	Amount Tendered: \$150.00 Change Provided: \$ 15.00		TOTAL: \$75.00	
	THANK YOU FOR CHOOSING CITY CENTER PARKING DRIVE SAFELY!		I AGREE TO PAY THE ABOVE AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER) x _____	

## Why providing documentation is important

Federal rules require that expenses reimbursed through pretax Transportation Reimbursement Incentive Program Accounts be substantiated using itemized receipts, billing statements or provider acknowledgments. All supporting documentation must reflect the provider name, provider contact information, purchase date, a description of the expense and the expense amount. If your claim is declined for improper documentation, or if the expense is deemed as ineligible, Your Spending Account™ will notify you.

## Tips for submitting a Parking Cash Reimbursement Claim

### **When additional claim information is requested**

On occasion, you may be asked to resubmit a claim because information you initially provided was insufficient. For example, you may have neglected to provide required information such as an itemized receipt or perhaps you forgot to sign the claim form. In the event you are asked to resubmit a claim, you may do so online by choosing the 'resubmit' option or write "resubmit" on your claim form.

Depending on the situation, it may not be necessary to resubmit the entire claim. For example, if you filed a claim with four expenses and only one expense required additional information, you would file resubmit the claim for that one expense with its supporting documentation. To avoid potential duplicates, you should not resubmit the entire claim with all four expenses. However, if you forgot to include receipts or if you neglected to sign your claim form, it would be necessary to resubmit the entire claim with all supporting documentation.

For answers to your questions or for additional information on resubmitting claims, please visit <http://hrconnect.bmogc.com/english/home.htm> or call BMO Financial Group U.S toll-free at 1-800-544.0658. From the main menu choose the "health & welfare benefits" option and then the option for spending accounts. Representatives are available from 8 a.m. to 8 p.m. Eastern time on weekdays, excluding holidays.

### **Filing multiple expenses**

There may be times when you need to submit multiple expenses. These may be for several different months or all from the same month. Be sure to list each expense and month separately. The maximum monthly reimbursement is limited and therefore submissions must be itemized. To ensure you're expenses are properly reimbursed each provider and month must be separated on the claim form. For example, you pay for an entire year on January 3<sup>rd</sup>. Later that year in December, you file for your reimbursement. Each month (e.g., January, February, March....) must be listed as separate claim item on your form. You may use the same receipt to cover all the months providing it showing the year's duration and amount. Where possible, list expenses within the same month on the same form.

Do not file for future months. We cannot reimburse you until you have received the service.

You will be notified when a claim is marked as a duplicate. In the event a claim is mistakenly considered a duplicate, please visit <http://hrconnect.bmogc.com/english/home.htm> or call BMO Financial Group U.S. toll at 1-800-544-0658.

### **Order your Transit and/or Parking pass online**

You can order your transit passes and pay for your parking expenses online using the Commuter link on the Your Spending Account Web site. You may order a pre-paid debit card, transportation vouchers, or have the transit authority/parking facility paid directly.

If you are a current transit and/or parking participant, all you need to do is visit the Web site, follow the link to the online ordering platform page, and place your pass order. You can set up a one-time or recurring order, and your pass will be mailed each month to your home. The costs are deducted pretax from your paycheck and you do not need to file any claims for reimbursement. If the cost of your transit pass and/or parking expenses exceed the IRS monthly maximum, the amounts will be withheld from your paycheck as an after-tax item.

# YOUR spending ACCOUNT™

Parking Cash Reimbursement Claim Form

P.O. Box 64034  
The Woodlands, TX 77387-4034  
Phone: 1-800-544-0658  
Fax: 1-888-211-9900

BMO Financial Group U.S.  
(01881)

Name, Last	First	M.I.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		SSN-Last 4 (Optional)
<input type="text"/>		<input type="text"/>
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Item 1

Service Begin Date	Provider
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Requested Amount	Receipt Available?
\$ <input type="text"/> . <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Item 2

Service Begin Date	Provider
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Requested Amount	Receipt Available?
\$ <input type="text"/> . <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Item 3

Service Begin Date	Provider
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Requested Amount	Receipt Available?
\$ <input type="text"/> . <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



## Employee Certification (Required)

By submitting and sending my claim, I certify that:

- The information I'm providing is correct.
- The expenses were for services incurred or paid by me on the date indicated.
- The expenses were for qualified parking benefits.
- The expenses haven't been previously reimbursed by the plan or any other source, and I won't seek future reimbursement.
- The expenses don't include any amounts that are otherwise payable by plans for which I am eligible.
- If I checked the box that no receipt is available, the provider doesn't provide receipts.
- I understand that amounts reimbursed under the plan aren't eligible federal tax deductions on my individual tax return.

Employee Signature

Date

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## Parking Cash Reimbursement Claim Instructions

To have your claim approved, you must sign the enclosed form and fax or mail your claim to Your Spending Account with the required documentation. Once received, Your Spending Account will typically process your claim within ten days.

### Documentation You'll Need to Provide

You must provide a proper receipt from your service provider to have your claim approved. An itemized receipt must include the following.

- Date of service
- Name of service provider
- Description of service (such as monthly parking or daily parking)
- Amount paid

**Note:** Cancelled checks and credit card receipts won't be accepted as documentation.

### Receipt Availability

You must substantiate parking benefit expenses with valid receipts. However, if a receipt isn't available from the provider in the ordinary course of business (for example, if a parking lot vending machine doesn't provide a receipt for purchases), mark the box on the claim form that no receipt is available.

### Sending Your Claim to Your Spending Account

Send this form and your documentation to Your Spending Account by fax or mail.

**Fax:** 1-888-211-9900

**Mail:** Your Spending Account

P.O. Box 64034

The Woodlands, TX 77387-4034

If faxing, be sure to place the form before your itemized receipts and don't include a cover letter.

Your Spending Account is a trademark of Hewitt Associates LLC.