

## Dependent Care Claim Form

IRS rules require Alight Smart-Choice Accounts to validate your eligible expenses before you're reimbursed.

Visit your benefits website for a complete list of eligible expenses and documentation requirements.

### Getting Reimbursed

Once you've sent your required items, Smart-Choice Accounts will process your claim within five business days. If we have your email address, we'll notify you when your items have been received. You can review your claims status on your benefits website or the mobile app.

### Documentation You'll Need to Provide

You must provide proper supporting documentation so your claim can be approved. This includes a signed and dated copy of this claim form and copies of receipts or other documentation.

If you use a care provider or day care service, your itemized receipt must include:

- Dates of service
- Name of service provider
- Name of dependent receiving services
- Amount paid
- Service provider's tax ID

This information can be provided from a generic receipt booklet or on a day care letterhead. If you've lost a receipt, contact your provider to request a copy. If you don't provide the necessary information, the processing of your claim may be delayed.

### Submitting Claims and Receipts



#### Online

- Your Benefits Website
- Smart-Choice Mobile App  
(available in app stores at no cost, if your employer offers this feature)



#### Fax

1.855.673.6719

If faxing, do not include a cover letter and please place your claim form in front of any itemized receipts.



#### Mail

Alight Smart-Choice Accounts  
P.O. Box 64009  
The Woodlands, TX  
77387-4009

