

## TRANSIT AND SMART COMMUTE REIMBURSEMENT CLAIM FORM

### I. Account Holder's Information

First Name:		Last Name:	
Employer:		Email Address:	
Mailing Address Line 1:			
Mailing Address Line 2:			
City:	State:	Zip:	
Phone:		Plan year:	

### II. Instructions for Submitting Form (Please read carefully)

- Fill out entire form and sign the bottom
- These expenses must have been incurred within 180 days of claim submission. You have up to 90 days after the end of a plan year to submit expenses that you have incurred during the plan year provided that it is still within 180 days from the date of service.
- Receipt substantiation is required unless the service provider does not provide receipts (such as payments made by token/ticket machine, meter or cash box)

### III. Claim Information

Benefit Month	Name and Location of Transit Authority/Smart Commute City	Receipt Provided (Y/N)	Reason Debit Card/Smart Commute Card was not used (not accepted, kiosk broken, lost card)	Dollar Amount

Total Claim amount: \$ \_\_\_\_\_

### IV. Authorization




My signature certifies that:

- My Visa Card provided by HRCTS is not accepted by the transit authority indicated above for this expense, or
- There was an unforeseen circumstance out of my control in which I was not able to purchase this expense with my Visa Card, or
- This merchant does not accept a split transaction and my employer does not offer a post-tax option

The above statements and submitted information for reimbursement are true. I am only submitting for reimbursement of eligible expenses that I incurred for myself in relation to and from my place of employment, also indicated above. I certify that I have not been nor will I be reimbursed for these submitted reimbursements from any other source. I further certify that I will not claim these expenses as a tax deduction when filling my personal tax return.

Employee Signature:	Date:
Please be sure this form is completed in its entirety to ensure accurate processing.	

Contact Customer Service: Monday – Friday 8:30AM-5:00PM EST

 (603) 647-1147 Option 1
  (866) 978-7868
  [customerservice@hrcts.com](mailto:customerservice@hrcts.com)