

**Request for Dependent  
Care Reimbursement**  
J.J. STANIS & COMPANY, INC

Return completed form to:  
J.J. Stanis & Company, Inc.  
100 Jericho Quadrangle Suite 101  
Jericho, NY 11753  
Fax Number – 1-516 465 3920

Employer _____	Group Number _____
Employee Name _____	SS No. _____
Last	First
Middle	
Home Address: _____	
Number/Street	City
State	Zip
<input type="checkbox"/> Please check only if this is a new address.	Daytime Telephone Number _____

**DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT**

You may complete the reverse side of this form and obtain your dependent care provider's signature verifying charges, or you must submit a receipt or statement from the provider giving the from-to dates of service. **IMPORTANT:** You must provide the IRS with the name, address and Tax I.D. (or Soc. Sec. No.) of the dependent care provider on your federal income tax return. If you are unable to provide this information, the tax exclusion for the dependent care reimbursement account may be denied by the IRS.

Date of Service From mo/day/year to mo/day/year	For the Benefit of (Name and Relationship)	Provider of Service	Requested Amount
/ / to / /			
/ / to / /			
/ / to / /			
/ / to / /			
/ / to / /			
/ / to / /			
/ / to / /			
/ / to / /			

**TOTAL \$** \_\_\_\_\_

**Please provide the child care provider's tax identification number here:** \_\_\_\_\_

I certify that I have not previously requested reimbursement for the above expense under this plan or any other plan, and I am not eligible to receive additional insurance benefits or reimbursements from any other source for such expenses. I further certify that I am not applying these expenses toward any federal or state income tax deduction or credit.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have questions about a claim, or the FSA program, please call **(877) 470-3715** between 8:30 a.m. and 5:00 p.m. ET, Monday through Friday.

**To access additional claim forms, please visit our website:  
[www.jjstanisco.com](http://www.jjstanisco.com)**

**VERIFICATION OF DEPENDENT CARE SERVICES/CHARGES**

**Provider of Service:** \_\_\_\_\_

I certify that the charges listed on the reverse side for dependent care services have been incurred for the dates shown.

\_\_\_\_\_  
*(Signature of Provider)*

\_\_\_\_\_  
*(Date)*

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**VERIFICATION OF DEPENDENT CARE SERVICES/CHARGES**

**Provider of Service:** \_\_\_\_\_

I certify that the charges listed on the reverse side for dependent care services have been incurred for the dates shown.

\_\_\_\_\_  
*(Signature of Provider)*

\_\_\_\_\_  
*(Date)*