ALERAGROUP

Request for Reimbursement Claim Form

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Employer Name:	United Church of Christ Homes	**Email:**	
Employee Name:	Last First MI	**Last 4 of SSN**	**XXX-XX-**
Employee Address:	Street City State Zip	**Phone#**	

☐ **Please check if this is a new address**

Please read the Reimbursement Account Rules and Claim Filing Instructions before completing this claim

*Information below must be completed

MERP™ Plan			
Date of Service MM/DD/YY	**Patient Name**	**Name of Provider**	**Phone Number of Provider**

MERP™ Plan Instructions

Submit only the Explanation of Benefits form (EOB) from the insurance carrier for claims processing. If you choose to send a copy of any receipts, invoices, or billing statements from your service provider (which are not required), they must be accompanied by a copy of your EOB in order to be accepted for processing.

EMPLOYEE'S CERTIFICATION FOR REIMBURSEMENT

I certify that the expenses for reimbursement requested from my accounts were incurred by me (and/or my spouse and/or eligible dependents), were not reimbursed by any other plan, and, to the best of my knowledge and belief, are eligible for reimbursement under my Reimbursement Plans. Receipts from my service provider(s) for all expenses are attached to this voucher. I (or we) will not use the expense reimbursed through this account as deductions or credits when filing my (our) individual income tax return.

Any person who knowingly and with intent to injure, defraud, or deceive any insurance company, administrator, or plan service provider, files a statement of claim containing false, incomplete or misleading information may be guilty of a criminal act punishable underlaw.

Employee Signature:_____ **Date:**____/____/____

****There is a specific time limit each plan year that your claims can be submitted for reimbursement. Please refer to your Summary Plan Description for specific claims run-out information.**

Mail To: Alera Group
Attn: Claims Department
4550 Lena Drive
Mechanicsburg, PA 17055

Questions: 888-273-7036

or FAX To: 855-289-2602
or E-MAIL To: Claims@aleragroup.com