
Health Care Reimbursement Account (HCRA)

Ineligible Expenses for 2008

SHPS, the administrator for the 2008 Health Care Reimbursement Account, is responsible for validating all expenses submitted for reimbursement. **You may be required to submit receipts for some purchase made with your VISA Spending Card.**

Some credit card readers used by retail merchants and medical practitioners do not send sufficient information for SHPS to validate the eligibility of your purchase. In those cases, SHPS will request additional documentation to clarify what you purchased so they can be sure it was an eligible expense. You may be required to submit an itemized receipt or an Explanation of Benefits to substantiate the eligibility of an expense.

Review Your Statements Online – TODAY!

SHPS posts quarterly statements on your personal SHPS website. The statements list purchases you've made with your VISA Spending Card that SHPS is **NOT** able to validate with the information provided by the merchant or medical provider.

1) Review your HCRA statements by registering as a user or signing-in on the SHPS Spending Account website.

<https://spendingaccount.shps.com>

- **Find your statements under "View Your Statements Here"** on the right side of the member screen. The statements are generally 4 - 6 pages in length. If additional documentation is required it will be listed on the "Validation Return Form". Scroll to the very last pages of the statement to find this form.
 - **Please note** – the summary table on this website does not provide sufficient information to determine which purchases may be a problem. Go to the statement to see full details about your potentially ineligible expenses.
- 2) If additional documentation is required**, fax or mail your itemized receipts or Explanation of Benefits with the "Validation Return Form" to SHPS. The address and fax number are on the form.
- 3) If you do NOT have the required proof of eligibility for an expense**, submit the "Validation Return Form" to SHPS with one of the following:
- A receipt for an equivalent amount to offset what SHPS paid for the ineligible expense. You can make eligible purchases using your 2008 HCRA contributions until March 15, 2009.
 - A check to repay the ineligible amount.
- 4) SHPS must receive all claims for your 2008 HCRA account by June 15, 2009.**

Consequences of Not Submitting Claims or Receipts

If you fail to submit the necessary receipts to validate the spending account card purchases by June 15, 2009, those expenses will be listed by SHPS as "overpaid."

In order to protect the tax-favored status of the HCRA plan, the University will consider the overpayment a debt and collection actions will be initiated. If the debt is not paid, the University will add the overpayment amount to your taxable income for the year and it will be reflected on your W2 Form.

Call SHPS Member Services at 877-270-3915 if you have questions about your account.