11/16/2018

Participant Name
Participant Address

Dear [Participant Name]:

**Re: Please substantiate your 2018 TASC Card transactions.**

Your Flexible Spending Account (FSA) is a tax-free account subject to Internal Revenue Service (IRS) regulations. The IRS is strict when it comes to FSA debit cards like the TASC Card and verification of eligible expenses. IRS regulations requires substantiation for every TASC Card transaction in order for them to be verified as an eligible expense.

Your TASC Card will auto-substantiate eligible expenses at the point-of-sale for the majority of your transactions. However, there may be instances when your TASC Card transaction will be processed without being verified as an eligible expense at the point-of-sale. In the event of an unverified transaction, you will receive a notification from TASC informing you that your TASC Card transaction requires substantiation. Substantiation consists of providing documentation, such as an itemized statement, detailed receipt, or an Explanation of Benefits (EOB) to verify your transaction is an eligible expense according to IRS regulations.

You receive substantiation requests to prevent two things from happening:

1. Keep your plan compliant with IRS regulations so your eligible expenses stay tax-free.
2. Keep you from having to repay the plan for eligible expenses that were unverified when you used your TASC Card.

At this time, our records indicate that you have TASC Card transaction(s) that still require substantiation. Substantiation is still required for:

- **XX Total Number of Claims Requiring Substantiation**
- **XX Total Dollar Amount of Claims Requiring Substantiation**

In order to keep your account active and avoid having to repay the plan, substantiation **must be provided by December 31**. If you fail to submit substantiation by the December 31 deadline, the claim will be considered ineligible and repayment will be required.

See the reverse of this letter on for guidance on how to resolve your unsubstantiated claim and ways to submit substantiation documentation.
How to Resolve Unsubstantiated Claims

First, log in to your TASC Online Account to review your unsubstantiated claims, then determine which of the options below works best for you:

- Submit a receipt that shows the provider name and contact information, date of service/purchase, transaction date, description of the service/purchase, and the total amount of the service/purchase for the unsubstantiated claim.
  - An itemized statement, detailed receipt, or an EOB will provide the necessary information.
  - Note: For a credit card receipt to be sufficient, it must include all of the information outlined above.
- Substitute an unsubstantiated transaction with another eligible expense.
  - To substitute a claim, complete the ERA Claim Repayment Form and select “Replacement Receipts.”
  - Send the completed form and replacement receipts to TASC.
  - Note: The replacement receipts cannot include any previously reimbursed expenses.
- Repay the amount of the unsubstantiated transaction to TASC.
  - To repay a claim, complete the ERA Claim Repayment Form and select either “Electronic Funds Transfer” or “Check/Money Order.”
  - Send the completed form (with check/money order, if applicable) to TASC.

Ways to Submit Substantiation Documentation

There are three ways to submit substantiation documentation:

1. **Upload the receipt** to the claim in your TASC Online Account. Please refer to the Upload Substantiation section of the ERA Participant Guide for more information.
2. **Use the TASC Mobile App** to photograph the receipt and attach it to the claim. Please refer to the TASC Mobile App section of the ERA Participant Guide for more information.
3. **Submit the receipt** with a printed copy of this notification via fax to 608-316-6097 or mail to TASC.

If you fail to submit substantiation by the December 31 deadline, the claim will be considered ineligible and repayment will be required.

Note: If your card has been deactivated, any eligible reimbursement claims you submit will automatically be applied to your unsubstantiated claim(s) balance.

The ERA Participant Guide, ERA Claim Repayment Form, and additional resources are available on the TASC landing page at https://partners.tasconline.com/ETFEmployee. If you have any questions or feel you received this notification in error, please call TASC Customer Care at 1-844-786-3947.

Sincerely,

TASC Customer Care

TASC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-608-316-2408. LUS CEEV: Yog tias koj hais lus Hmoob, cov kew pab bweg lus, muaj kew pab dawb rau koj. Hu rau 1-877-533-5020 (TTY: 1-800-947-3529).