

# Supporting Documentation for Health FSA Expenses

All requests for reimbursement must be accompanied by the appropriate supporting documentation, as outlined below. Failure to submit acceptable documentation will lead to a delay in the reimbursement process.

- **For office visits and other services:** Your health plan's Explanation of Benefits (EOB) statement or an itemized receipt or bill from the provider that includes the patient's name, a description of the service, the original date of service and your portion of the charge.
- **For prescription drugs:** A pharmacy statement or receipt from your pharmacy including the patient's name, the Rx number, the name of the drug, the date the prescription was filled, and the amount.
- **For over-the-counter medicines:** A written or electronic OTC prescription along with an itemized cash register receipt that includes the merchant name, name of the OTC medicine or drug, purchase date, and amount, OR a printed pharmacy statement or receipt from a pharmacy that includes the patient's name, the Rx number, the date the prescription was filled, and the amount.
- **For over-the-counter health care-related products:** An itemized cash register receipt with the merchant name, name of the item/product, date, and amount.

## The following items do NOT meet the requirements for acceptable documentation:

- Credit card receipts
- Canceled checks
- Receipt showing balance due or payment made on account

For some expenses, a [Letter of Medical Necessity Form](#) from a doctor may be required. A partial list of items requiring a Letter of Medical Necessity:

- Ear plugs
- Massage treatments
- Support hose
- Veneers
- Vitamins and supplements
- Oxygen and oxygen equipment
- Weight loss/health club/gym memberships
- Orthodontia expenses (only if receiving orthodontia services to correct medical condition—not covered if cosmetic in nature)

Full list can be found in [IRS Publications 502](#).