



Virginia Department of Human Resource Management
State Health Benefits Program

September 25, 2014

September 30, 2014 is the Deadline To File Last Year's Flexible Spending Account (FSA) Claims

If you contribute to a Health or Dependent Care FSA account, you have 90 days from the end of the **July 1, 2013 – June 30, 2014 plan year** to submit reimbursement requests for all eligible FSA expenses and resolve all outstanding transactions. Be sure to submit all of last year's claims by **September 30, 2014**.

Remember that this includes all unverified Health FSA card transactions.



What Happens If I Miss the Deadline?

You will forfeit any funds in your 2013-14 FSA accounts that are not claimed by the deadline. Funds may not be rolled over into the 2014-15 plan year. Unverified FSA card transactions that are not resolved by **September 30** will be re-classified as taxable income.

Look at Your Account Balances

Check your FSA account balances before the **September 30** deadline to be sure you have filed for all of your deductions, including the last deduction for the July 1, 2014 pay date. Keep documentation of all claims submitted.

How Do I Submit Claims?

You may submit claims online, by fax, or by mail. Be sure that claims are for qualified expenses and filed by the deadline.

FSA Contact Information

Customer Assistance: 1-877-451-7244

Filing Claims

Online: www.benefitadminsolutions.com/anthem

FAX: 1-888-347-5212

U.S. Postal Service mail:

Anthem FSA
P.O. Box 660165
Dallas, TX 75266-0165

Claim Forms:

[Health FSA Claim Form](#)

[Dependent Care FSA Claim Form](#)