

ADDITIONAL INFORMATION REGARDING REIMBURSEMENTS

HEALTHCARE ELIGIBLE EXPENSE INFORMATION

In general, an employee may be reimbursed for a healthcare expense which qualifies as a deduction on the federal income tax return, but which has not or will not be reimbursed by any other source and has not been or will not be deducted on the employee's income tax return. Some examples of eligible expenses include co-payments and deductible amounts, vision, hearing, dental, and prescription drug expenses not covered by your health insurance.

More information about Healthcare Expenses, including eligible over-the-counter items, can be found on our website at [sentinelgroup.com](https://www.sentinelgroup.com).

Required Supporting Documentation

The following supporting documentation must be attached to this form:

Expenses covered by your Healthcare plan (medical, dental and vision) must be submitted under that plan first. Attach a copy of the Explanation of Benefits statement (EOB) to claim amounts not paid by your Healthcare Plan.

For all other expenses, attach bills that clearly state:

- Date service was rendered or purchased
- Name of provider of service
- Description of service
- Amount charged
- Name of the person receiving the service
- Proof of Purchase

Dental Care

Receipts related to Dental claims must include a description of the service provided. Cosmetic services are not eligible for reimbursement.

NOTE: DIRECT DEPOSIT IS THE QUICKEST WAY TO RECEIVE YOUR REIMBURSEMENT

Reimbursements will be faster if you have signed up for direct deposit. To request direct deposit, simply log into your account at [sentinelgroup.com](https://www.sentinelgroup.com) and add your banking information to your profile.

Claims faxed in good order by 5:00 PM ET on Wednesday will be processed by Friday. (Holidays may impact this schedule).