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## Mass Transit & Parking Reimbursement Request Form Instructions

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### Claim Submission:

Fax Submission - To expedite your claim payment, fax the completed and signed reimbursement claim form, along with appropriate documentation, to the fax number listed above. Please do not include this instruction page with your fax.

Mail Submission - Please mail the completed and signed reimbursement claim form, along with the appropriate documentation to the address listed above.

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**Fill out the claim form completely and correctly to expedite your claim payment.**

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Your reimbursement can be sent electronically to your banking establishment or mailed to the address of record. If your Company offers electronic transfer (direct deposit), you can sign up by contacting your Human Resource provider.

### *Employee Instructions*

**Please read these instructions before completing the information requested on the reimbursement claim form.**

1. Complete all areas of Part I, "Employee Information".  
If you wish make a permanent change to any of the information in this section please complete a BeneFlex Change Application.
2. Complete Part II and/or Part III, in its entirety and attached bills & receipts for all expenses incurred.

***If accepted under your plan, complete the "Affidavit of Transportation and/or Parking Expenses" section of Part II and/ or Part III in lieu of bills or receipts.***

3. Read Part IV, "Employee Certification for Reimbursement", then sign and date the form where indicated.

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Questions? Call the BeneFlex, Inc. Customer Service Hotline at 1-888-423-6359 or logon to our website at [www.flexaccount.com](http://www.flexaccount.com)

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