



# How to submit a claim for your dependent care account

If you have a dependent care flexible spending account, you are required to submit documentation when requesting a claim for reimbursement. The IRS requires documentation to ensure you are using your pre-tax dollars in line with current rules and regulations.

## What information needs to be provided?

1. Participant name
2. Date(s) of service
3. Dependent's name
4. Description of service(s)
5. Dollar amount
6. Provider's name and address
7. Provider's tax ID or Social Security number

Larger day care providers may be able to give you a printout containing the above information for you to use as your documentation. If they're unable to do so, please complete the Dependent Care Claim Form. This form can be found by navigating to [omnifybenefits.com](https://omnifybenefits.com) and selecting **DCFSA Forms**. If documentation doesn't include all of the necessary information, we have to deny the claim. We'll notify you via email and tell you how to resubmit the claim with the proper documentation.





# How to submit a claim for your dependent care account

Omnify gives you three hassle-free ways to submit a claim for reimbursement. To ensure your claim is processed as quickly as possible, make sure your direct deposit information is up-to-date.

## Option 1: Through the online portal

Log into your account at [omnifybenefits.com](https://omnifybenefits.com). From the main menu in the upper-left corner, navigate to **Claims > Submit a claim** and enter the requested information. Select **Attach Claim Receipt** to attach documentation.

## Option 2: Through the Omnify app

Log into the Omnify app. Navigate to **Submit A Claim** and enter the requested information. You can then attach documentation by selecting +ADD and allowing your smartphone to take a photo from your camera.



Accounts



Account Activity



Submit a Claim



Find Care



Funding Calculator

## Option 3: By fax or mail

If you would prefer to request a reimbursement by fax or mail, you are able to complete and submit the Dependent Care Claim Form. This form can be found by navigating to [omnifybenefits.com](https://omnifybenefits.com) and selecting **DCFSA Forms**.

