

Participant Information (Please Print)

Employer Name:	
Employee Name:	Social Security Number:
Street Address:	City, State, Zip:
Email Address:	Daytime Phone:

Qualified Transportation Expenses (Attach Supporting Documentation)

Acceptable Documentation

- Cancelled Checks / Receipts
- Monthly Invoice
- Daily Parking Stubs
- Certification of Qualified Transportation Expense

Parking Expenses

Month of Service	Parking Service Provider's Name	Number of Documents Attached	Amount to be Reimbursed
Total			\$

Transit/Vanpool Expenses

Month of Service	Transit/Vanpooling Service Provider's Name	Number of Documents Attached	Amount to be Reimbursed
Total			\$

Claim Certification (Signature & Date Required)

I certify that I, the undersigned participant in the plan, incurred the expenses for which I request reimbursement or payment by submission of this form. I certify that these expenses were incurred during a period while the undersigned was covered under the Qualified Transportation Plan of my Employer with respect to such expenses, and that such expenses have not been reimbursed or are not reimbursable by my Employer. The undersigned fully understands that he or she alone is fully responsible for the sufficiency, accuracy and veracity of all information relating to this claim which is provided by the undersigned, and that unless an expense for which payment or reimbursement is claimed as a proper expense under the Plan, the undersigned may be liable for the payment of all related taxes including federal, state or city income tax on amounts paid from the plan which relate to such expense. The undersigned further understands that no tax deduction or credit is permitted for amounts for which reimbursement is made.

Signature:	Date:
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Submit Your Completed Claim Form & Documentation (Via one of the following methods)

<p>Fax: 877.774.1328</p> <p>Upload: www.innovaben.com/Files Submission/Claims</p> <p>Mail: INNOVA Benefit Services, Processing Department, 795 Pine Valley Drive, Suite 21, Pittsburgh, PA 15239</p> <p><i>Did you know we also have an electronic "Online Claim Entry" option?</i></p> <p><i>You can access the "Online Claim Entry" by logging into your online account.</i></p>
