



SEND THIS FORM TO:

Out-Of-Scope Flexible Spending Account
 700-2002 Victoria Avenue
 Regina, SK S4P 0R7

Email: ebp@3sHealth.ca
 Fax: 1-306-347-5909
 Toll Free: 1-866-278-2301

Out-Of-Scope Flexible Spending Account Plan Lifestyles Spending Account Claim Form

1. Your Information (please print)			
First Name:	Last Name:	Benefit ID:	
Address:		City:	Province: Postal Code:
Date of Birth: (dd/mm/yyyy)	Home Telephone Number:	Work Telephone Number:	
Preferred Email:		Employer Name:	

2. Claim Details				
DATE OF EXPENSE (dd/mm/yyyy)	TYPE OF EXPENSE	# OF RECEIPTS	AMOUNT OF EXPENSE (total including taxes)	APPROVED AMOUNT (for 3sHealth use only)
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTALS			\$	\$

INSTRUCTIONS: Attach all bills and receipts for all expenses and itemize them by providing all the information requested. If you have submitted your claim previously through your benefit plan or your spouse's benefit plan, provide a copy of the Explanation of Benefits provided by the carrier.
 Note: All submitted receipts are part of our records and will not be returned.

IMPORTANT: Please complete all sections. This claim cannot be processed if it is incomplete or if it contains errors.

3. Signature	
I understand these benefits are subject to the terms of the Out-of-Scope Flexible Spending Account Plan, as applicable, sponsored by the Health Shared Services Saskatchewan (3sHealth).	
By signing this Claim Form, I agree that the information provided is complete and accurate. I understand that 3sHealth may request additional information in order to adjudicate my claim appropriately. I certify that all expenses have been incurred by me, the Employee in the appropriate benefit year.	
Your Signature:	Date Signed: (dd/mm/yyyy)

3sHealth Employee Benefits is committed to protecting the privacy of your personal information. We collect and use your personal information to determine your eligibility for coverage and to administer the benefit plans. We limit access to your personal information to 3sHealth Employee Benefits staff, to any third party authorized by 3sHealth who requires it to administer your benefits, to persons whom you have granted access, and to persons authorized by law.