

Questions? Call 866.747.3416.

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### Eligibility for reimbursement

The coverage period begins when the participant becomes eligible for benefits. Expenses must be incurred after the participant is eligible and when the service is provided, not when the expense is billed, charged, or paid. Request for reimbursement must be submitted within one year from when the expense was incurred.

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### Substantiating claims

The IRS mandates that participants within a VEBA plan must provide substantiation for claims submitted under the plan. To process your claim in a timely manner, you must provide the following:

- ☐ **Indiana VEBA HRA claim form, filled out in its entirety**
- ☐ **Itemized receipts, statements, or an explanation of benefits from your insurance provider, which must include:**
  - Name and address of the provider
  - Date of service
  - Who received the service
  - Charge and amount owed for the service
  - Description of service provided
- ☐ **Insurance premium payment** – Must also include completed claim form including your insurance company's current billing invoice indicating the policy holder name, type of coverage, dates of coverage and premium amount. Reimbursements can be made on a recurring basis with an annual claim form providing the same information as above. This must also be indicated on the claim form when submitted, and will be reviewed for payment according to your insurance company's required frequency of payment. Proof of payment is not required when submitting your claim. Copies of canceled checks, credit card, or bank statements **are not** accepted as a substitution to the actual billing invoice.

*If your initial submission does not contain all of the required documentation, your claim may be delayed.*

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### Submitting Claims

You may submit your form and related items to:

**Fax:** 785.438.4944

**E-mail:** RPWF-VEBA@SecurityBenefit.com

**Or mail to:**

Security Financial Resources

PO Box 758549

Topeka, KS 66675-8549