



HRPro

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Dependent Care Contract

This is not a claim form. You will still need to submit an online or paper claim to request reimbursement for services. This contract will serve as your ongoing receipt for the dates specified below.

Employer:		Date:	
Employee Name:		SSN:	

Dependents for whom care will be provided (list name and current age of dependents)

Name of Dependent	Age

Type of Care:

<input type="checkbox"/> Adult Day Care	<input type="checkbox"/> Day Camp	<input type="checkbox"/> Nursery School Tuition**
<input type="checkbox"/> Child Day Care*	<input type="checkbox"/> Before/After School Care*	<input type="checkbox"/> Preschool Tuition
<p>* Please note: childcare is only eligible for children up to age 13 ** Please note: K-5 tuition is not eligible for reimbursement under Dependent Care FSA</p>		
Some examples of ELIGIBLE expenses:		Some examples of INELIGIBLE expenses:
Day Care Centers Elder Care Family Child Care Day Camps	Preschool After School Care Nanny / Au Pair	Transportation Fees Meals Overnight Camps Diapers Tutoring
		Educational expenses, including Kindergarten Incidental fees: such as activity fees and field trips

Provider information:

This provider charges a set amount of	\$	Per	<input type="checkbox"/> Week	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly
			<input type="checkbox"/> Hour	<input type="checkbox"/> Other:	
Rates are effective for:	/	/	to	/	/
Provider Name:		Tax ID:	#		
Provider Signature:					

Set up a recurring claim amount* of <i>*for current plan year only</i>	\$	Each	<input type="checkbox"/> Week	<input type="checkbox"/> Bi-Week	<input type="checkbox"/> Month
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Once HRPro has your Dependent Care Contract Form on file, you will not need to continue submitting daycare receipts with your claim submission (if the recurring claim box is checked above). Simply provide the information in your online claim or on a claim form, indicating the dates of service, name of the dependent, and amount paid. Also, please indicate in your claim submission that you have a contract on file.