Providing Supporting Documentation
To get reimbursed for your claims as quickly as possible, you need to send your itemized receipts or other documentation. Your plan requires that you provide receipts or other documentation to prove that expenses are eligible under the plan.

What Your Itemized Premium Receipts Should Include
For premium reimbursement, you must provide proper documentation so your claim can be approved. Such documents include:

1. Itemized Receipts
   All receipts must include the following:
   - Date the service was rendered
   - Name of provider or merchant
   - Detailed description of service
   - Amount paid or your responsibility after insurance

2. Proof of Premium Type
   Typically just once a year-when you submit your first claim for the year, for example-you’ll need to provide documentation showing which type of insurance premium you’re requesting reimbursement for (e.g., medical, prescription drug, dental, vision). This is in addition to YSA’s other submission requirements. The following documents are generally considered acceptable forms of proof:
   - Confirmation of Enrollment (COE)
   - Premium statement
   - Confirmation of Coverage
   - Explanation of Benefits (EOB)
   - Copy of Insurance ID Card
   - Pension Statements

   Please note, no hand-written explanations regarding your premium will be accepted.

Medicare Premiums
You are required to provide one of the following:
   - A Medicare statement indicating how much you’re paying for Part B each month.
   - A Social Security Administration letter indicating the annual percentage increase and the new Medicare rates.

Other Documentation for Health Care Expenses
If you are eligible to receive reimbursement of out of pocket health care expenses you must submit your claim form and itemized receipts containing the service providers name, date of service, description of the service, who the service was for and the out of pocket amount you are claiming for reimbursement. Explanation of Benefits (EOBs) from your insurance carrier are also acceptable forms of supporting documentation for out of pocket expenses.