

Required Documentation for Claim

Health Insurance and Long Term Care Premium Benefits. Written proof that premiums are payable or were paid by the member. Submit written direction to pay the benefit directly as a full or partial payment to the provider of such insurance.

Reimbursement of Uninsured Medical Expenses. Copy of statement from medical provider.

Burial Benefit. Invoice or paid receipt from a funeral home, cemetery, burial society or monument company.

Child Care Expenses. Invoice or paid receipt from the child care provider.

Summer Camp Benefits for Members' Dependents. Summer camp expenses for preschool and school-age dependents, proof of payment required.

TAXABLE

Sick and Vacation Pay Benefit (Benefit to be paid to Employer, which shall disburse the benefit to member as part of the member's regular paycheck). Documentation from Employer needed for the time period benefit is to cover.

Vacation Expenses. Invoice or paid receipt from a common carrier (air, train, bus or cruise line), lodging establishment, auto rental company, restaurant, travel agent, attraction or similar vendor.

Housing Assistance. Invoices, closing statements, or paid receipts for the purchase, rental, or renovation of member's primary residence to include down payments, closing costs, bank or mortgage company fees, mortgage interest buy downs and initial rent costs (such as security and utility deposits and first and last months' rent).

Disaster Relief. Invoice or paid receipt for temporary living expenses.

Education beyond high school level or Training Benefits. Invoice or paid receipt from an accredited institution of higher learning or licensed vocational school. Invoice or paid receipt and *attest that the educational expense is not also paid or reimbursed by member's employer, scholarship, veteran's benefits, or any third party (please request form for this)* for tuition, books and fees incurred by member for education or training courses taken at any accredited or licensed institution or post-secondary or vocational education. **BENEFIT FOR MEMBERS ONLY**

Term Life Insurance. Invoice or paid receipt for premiums on member's life.