

# September 2021 FSA - What you need to file an FSA Claim

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- Audience: FSA participants
- Topic: Claim filing requirements/filing options
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Preview:



How To: Submit an FSA Claim

**Submitting a claim is easy...**

Have you ever needed to file an FSA claim but don't know how to do it? Or what information to submit with your claim? While most folks utilize the Sentinel Benny Card for FSA expenses, there are situations where the card may not be an option. Here's what you need to file a claim:

How to file:

Your best options for filing a claim either through [your Sentinel online portal](#) or [mobile app](#). You can file the claim by entering information about the expenses and attaching some backup documentation (more on that below). If you'd like to see a step-by-step tutorial about how to file a claim through your online portal, click on the link on the end of the email.

Supporting information to include:  
Your supporting documentation must provide Sentinel with certain criteria so that we can review your claim. This criteria is determined by the Internal Revenue Service (IRS). In general, your supporting document needs to show the following items:

- Date(s) service was rendered or purchased
- Name of provider of service (name of doctor, dentist, retailer, etc.)
- Description of service
- Amount charged
- Name of the person receiving the service

For a Medical or Health FSA claim, if your claim is related to your medical insurance, it is ideal for you to provide an Explanation of Benefits (EOB) or claim summary from your medical insurance provider. If your claim is unrelated to your medical insurance, please ensure that the receipt/statement provides each of the bulleted items above.

For a Dependent Care FSA claim, you'll also need to provide the Tax ID/Social Security Number of the organization/individual who is providing care.

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Sentinel reviews claims daily and issues payments weekly. Providing us with the appropriate documentation will help us to get your reimbursement to you in short order. Oh and do you want to be reimbursed in the fastest way possible? [Sign up for direct deposit](#) through your online account.

[SUBMITTING AN ONLINE CLAIM](#)