

What Your Itemized Receipts Should Include

It's important that you provide the appropriate receipt with your claims.

Example of Valid Receipt

Although your itemized receipt might look different than the example below, it must **always** contain the following information:

- A.** Name of service provider
- B.** Specific dates of service
- C.** Name of dependent receiving services
- D.** Description of service
- E.** Purchase amount for each service
- F.** Total purchase amount

A — **LITTLE EINSTEIN ACADEMY**
123 Main Street, Suite 100
Anywhere, USA 12345
Phone: (123) 555-5555

B Dates	C Child	D Description	E Amount
09/06/2011 to 09/10/2011	Emma	Toddler Full-Time Day Care	\$165.00
09/13/2011 to 09/17/2011	Emma	Toddler Full-Time Day Care	\$165.00
Amount Due			\$330.00

PAYMENT INFORMATION

Total Due	F \$330.00
Amount Paid (MasterCard XXX-XXX-XXXX-1234)	\$330.00
Balance	\$0.00

BALANCE

0-30 Days	30-60 Days	60-90 Days	> 90 Days
\$0.00	\$0.00	\$0.00	\$0.00

Example of Invalid Receipt

This is an invalid receipt because it doesn't list the description, dates, or price for the services purchased. Common invalid receipts are credit or debit card receipts.

SALES DRAFT
LITTLE EINSTEIN ACADEMY
123 Main Street, Suite 100
Anywhere, USA
12345-0000
Phone: (123) 555-5555

123456789012345
09/06/2011 08:11:44

MASTERCARD
XXX-XXX-XXXX-1234
INVOICE 12345 H02
AUTH. CODE 123456

SALE TOTAL \$330.00

X _____
Signature

CUSTOMER COPY