

**Save Your Receipts!**

# IMPORTANT INFORMATION ABOUT RECEIPTS

for expenses associated with your



**BENNY™  
PREPAID  
VISA® CARD**

All charges made to your Benny Prepaid Benefits Card are only *conditionally reimbursed* until related receipts are received and approved by New Hampshire Local Government Center (LGC) per Internal Revenue Service (IRS) regulations. Receipts do not need to be provided if the expense equals the co-payment amount required by 1) your employer's medical plan for a doctor's office visit, or 2) your employer's pharmacy plan for a prescription.

In addition, documentation is not needed when the Card is used at discount stores, department stores and supermarkets that can identify FSA-eligible items at checkout.

## WHEN A RECEIPT IS NEEDED \_\_\_\_\_

- Once a transaction has been processed by Visa, LGC will send a ***First Receipt Request*** to you.
- After 15 days, LGC will send a ***Second Receipt Request*** to you.
- After 20 days, a third request titled ***Suspended Card Notification*** will be sent for any outstanding transaction(s). You will not be able to use your Card until the necessary receipts are received.

*(continued on reverse side)*

- If we have your email address on file, requests for receipts will be sent to you via email. Please provide LGC with an email address that you check frequently.
- If LGC does not have your email address on file, all requests will be sent via regular mail. **NOTE:** Providing LGC with an email address ensures that receipt requests reach you in the most efficient manner.

### **E-MAIL CORRESPONDENCE TIPS** ———

- Email requests for receipts contain an attached .pdf file with important instructions. Please ensure you have the ability to accept attachments at the email address LGC has on file for you.
- A password is required to open the attachment. The password is the last four digits of your current Card number.
- If your email address changes, please let LGC know immediately. If a receipt request is emailed to you and gets returned as undeliverable, it will not be emailed again. Instead, that request—and all future requests—will be sent via regular mail until your new email address is processed by LGC.
- Please modify any SPAM filters your e-mail system has in effect to allow emails from *BenefitCentralCardManagementSystem@bennycentral.com* to reach you.

*Tax Tip:* Although LGC may not request your FSA-related purchase receipt(s), it is recommended that you keep all receipts with your other tax documents.

**Questions? Please call 800.527.5001  
or email [fsa@nblgc.org](mailto:fsa@nblgc.org).**

