

FSA Receipt Submission Form



NEW! Toll-Free Fax 1-888-9898-FAX

Please complete and send this form along with receipts to verify expenses using the MBI Benefits Card.

IMPORTANT NOTE: *All receipts must include a detailed description of the products or services obtained.*

Click the fields below to complete this form. When finished, print and fax, mail or email with receipts to AdminPro

Employer Name: _____

Employee Name: _____

Employee SSN: _____

Employee Phone: (_____) _____ Ext.

Description: _____

Submit receipt(s) within 10 days of purchase using one of three ways:

1. **MAIL** complete form and receipts to address at right:
2. **FAX** this form along with receipts to (248) 543-2296 or 1-888-9898-FAX.
3. **EMAIL** scanned copies of receipts with above information
to claims@adminpro-inc.com.

AdminPro Claims
1423 E. 11 Mile Rd.
Royal Oak, MI 48067