

# Hennepin County Parking & Vanpooling Claim Form



Date  Number of pages  Plan Year  Employer Division  Phone

Employee Name  Social Security Number or Member ID

Mailing Address  City  State  Zip Code

## **Instructions**

- Enter the month and year of the date in which the expense was incurred.
- Enter the dollar amount you are requesting for reimbursement.
- Sign and date the claim form.

Date of Service	Parking Account Amount Requested	Vanpooling Account Amount Requested	Vanpooling Provider
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Minimum check reimbursement is \$25; minimum reimbursement for direct deposit is 50 cents.***

## **Employee Certification**

- I hereby request reimbursement for the above claim amounts.
- I hereby certify that all information I provided is correct and true.
- I have not claimed any of the above expenses in any other plan or expense report.
- I hereby certify that the un-receipted claim amounts are valid reasons as defined above.
- I understand that the claim amounts will be capped at the IRS limitations and my elected amounts.

Employee Signature  Date

## **Claim Submission Guidelines**

- Please number each receipt according to its order of appearance on this form.
- IRS guidelines do not consider cancelled checks as valid documentation.
- Previous balances are not acceptable.
- All reimbursements will be made payable to the employee.

## **Claims Submission Options**

- Mobile App - to download the app, search "P&A Group" in the App Store or Google Play. Log into the app to upload a claim.
- QuikClaim from Your Smartphone - log into your account from your smartphone or mobile device at [hennepin.padmin.com](http://hennepin.padmin.com) to upload a claim.
- Electronic Claim Upload from Your Computer - submit claims directly online when you log into your account at [hennepin.padmin.com](http://hennepin.padmin.com).
- Fax or Mail a Claim - Fax: (833) 752-9412 | Mail: 6400 Main Street, Suite 210 Williamsville, NY 14221

## **P&A Group Customer Service**

**Hours:** Monday - Friday, 7:30 a.m. - 9:00 p.m. CT | **Website:** [hennepin.padmin.com](http://hennepin.padmin.com) | **Phone:** Toll-free (833) 752-9413

