

## How to fill out the TASC Reimbursement Form



1. Fill out all personal information.
2. You can leave the TASC ID# section blank. It will be assigned later.
3. The “policy start date” and the “start date for premium reimbursements” will be your effective date. Example if your effective date is March 1st that is the date you will enter. You can find your effective date in the account where you submitted your application, on the receipt I provide you or in your consumer account with the insurance company you chose. If you cannot locate it please leave me a text or voice message at 703-947-0325
4. The “policy end date” and the “plan year end date” will always be December 31st.
5. The monthly premium amount requested will be the total premium you are charged each month for your health insurance plan. If your monthly invoice is \$200. That is the amount you would put.
6. The total plan year premium amount requested is your monthly premium times the total number of months left in the year starting from your plans effective date. Example: if your plan starts July 1 it will be in effect for 6 months.  $\$200 \times 6 = \$1200$ . This is the amount you will need to put on the document.
7. Sign and date the document and return it to me along with your invoice using the “Submit Documents” tab on the website

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