

YOUR HRA DEBIT CARD AND ITEMIZED RECEIPTS

LACCD employees are asking why they are sometimes required to provide itemized receipts for out of pocket expenses even though they successfully swiped their debit card at the point of service.

What is the Problem?

When you swipe your debit card, the IRS requires back-up information about the transaction to be included in the debit. The swipe system at some points of service is not set up to provide the detailed information required by the IRS.

What you need to do:

Always request an itemized receipt from your provider medical, dental, pharmacy etc. You can then provide a copy of that itemized receipt to SHPS if SHPS sends you a Statement of “Ineligible Expenses” or “Potentially Ineligible Expenses.” (Please note that you must track your SHPS spending account online in order to see your Statement of Ineligible Expenses or Potentially Ineligible Expenses.)

How can I get more information?

There is a great deal more information about both HRA and FSA as well as the ability to track your own individual spending at the SHPS website. Please go to <https://myspendingaccount.shps.com> or call 1-800-964-6165.

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