

TOLL-FREE FAX: (877) 353 - 9236

Or, mail to: WageWorks Processing Center

Attn.: Special Handling, 1050 West Washington, Suite 101, Tempe, AZ 85281



WageWorks Commuter Card Special Handling Form Instructions

PLEASE READ THIS BEFORE SUBMITTING YOUR FORM

Your claim is important, but in order for us to process it and your reimbursement quickly and fully, we need you to completely and accurately fill out and submit the WageWorks Commuter Card Special Handling Form (CCSHF). To help you, we've provided the below guidelines. Please follow them when completing and submitting your claim.

Tips for Filling out the Commuter Card Special Handling Form

- Complete a separate form for each card.
- Read every box and provide all requested information pertaining to you and your claim.
- Provide the legal name your employer has for you in your official records, not your nickname.
- Make a copy of this completed form and your receipt for the out of pocket expense or the front and back of the pass (that shows the cost of your pass) and retain it until you are reimbursed or receive your credit.
- Make sure you sign the form.

Things to Remember When Including Receipts

- Include a receipt for the out of pocket expense or pass.
- A canceled check is not an acceptable form of receipt.
- Each receipt must include the date(s) of service.
- Do not send original receipts; keep them for your own records.
- If you attach multiple receipt pages, circle or check the dollar amount that is being claimed for each receipt.
- Do not use a highlighter to highlight the dollar amount on the receipt.

Tips for Submitting the Commuter Card Handling Form by Fax

- Do not use a cover page.
- Fax OR mail this form; do not do both.
- Use a high-speed fax machine with a transmission speed of at least 9.6 kbps or 15 sec. per page.
- Do not combine and submit a co-worker's claims with yours.

