



DESCRIBE:

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ARE ANY OTHER BENEFITS ADMINISTERED BY D.A. TOWNLEY?  NO  YES, # \_\_\_\_\_

DOES D.A. TOWNLEY PAY CLAIMS FOR ANY OTHER BENEFITS FOR THIS CLIENT?  NO  YES, # \_\_\_\_\_

UPON EMPLOYEE TERMINATION,  ACCESS TO HCSA IS CLOSED.  EMPLOYEE CAN SUBMIT CLAIMS INCURRED WHILE COVERED, FOR 30 DAYS FOLLOWING TERMINATION

**SUBMISSION**

- AUTO-SUBMISSION FROM EXTENDED HEALTH CARE/DENTAL CLAIMS FOR PORTION PLAN DOES NOT PAY (IF EHB/DENTAL CLAIMS PAID BY D.A. TOWNLEY)
- SUBMISSION BY EMPLOYEE / INDICATION BY EMPLOYEE ON CLAIM FORM TO SUBMIT TO HCSA

**NEW CALENDAR YEAR PROTOCOL**

EMPLOYEES HAVE  30 DAYS /  60 DAYS TO CLAIM RECEIPTS INCURRED IN PREVIOUS CALENDAR YEAR, TO BE APPLIED PRIOR TO FORFEITURE OF ENTITLEMENT.  
(RULE **DOES NOT APPLY** IF RISK IS 'CARRY FORWARD OF RECEIPTS FOR 12 MONTHS FOLLOWING THE END OF THE CALENDAR YEAR INCURRED')

**ADDITIONAL INFO:**

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POLICYHOLDER SIGNATURE

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DATE