



**EDUCATIONAL SERVICE UNIT #8
Filing Flex Plan Claims for Reimbursement 2017-2018**

Submit claims to: **Almqvist, Maltzahn, Galloway & Luth, P.C. (AMGL)**
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E-Mail: flexplan@gicpas.com **Fax:** 308.381.4824
Online: MyFlexOnline.com **Mobile App:** *MyFlex*
Questions: 308.381.1810

Flex Plan contributions are made on the 24th day of each month. Reimbursement checks will be distributed on or about the 10th and 24th of each month.

Claims for expenses incurred from September 1, 2017 to August 31, 2018 must be received by November 30, 2018.

Do you still have funds left for 2016-2017?

Your employer has elected a *2 1/2 month grace period*. Expenses incurred from September 1, 2017 - November 15, 2017 will first automatically be applied to any remaining balance for the 2016-2017 plan year.

All receipts to clear out the 2016-2017 year balance must be received by November 30, 2017.

<u>Claims Received at AMGL by</u>	<u>Expect Reimbursement Checks</u>
August 30	September 8
September 14	September 22 First Contribution
September 29	October 10
October 13	October 24
November 1	November 9
November 14	November 22
November 30	December 8
December 14	December 22
December 27	January 10, 2018
January 12, 2018	January 24
February 1	February 9
February 15	February 23
March 1	March 9
March 15	March 23
March 30	April 10
April 13	April 24
May 1	May 10
May 15	May 24
May 31	June 8
June 14	June 22
June 28	July 10
July 13	July 24
August 1	August 10
August 15	August 24 Last Contribution