



**EDUCATIONAL SERVICE UNIT #8
Filing Flex Plan Claims for Reimbursement 2018-2019**

Submit claims to: **Almqvist, Maltzahn, Galloway & Luth, P.C. (AMGL)**
 P.O. Box 1407, Grand Island, NE 68802
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, 2018 to August 31, 2019 must be received by November 30, 2019.

Do you still have funds left for 2017-2018?

Your employer has elected a *2 1/2 month grace period*. Expenses incurred from September 1, 2018 - November 15, 2018 will first automatically be applied to any remaining balance for the 2017-2018 plan year.

All receipts to clear out the 2017-2018 year balance must be received by November 30, 2018.

<u>Claims Received at AMGL by</u>	<u>Expect Reimbursement Checks</u>
August 31	September 10
September 14	September 24 First Contribution
October 1	October 10
October 15	October 24
October 31	November 9
November 13	November 23
November 30	December 10
December 14	December 24
January 1, 2019	January 10, 2019
January 14	January 24
January 29	February 8
February 12	February 22
February 26	March 8
March 12	March 22
March 29	April 10
April 15	April 24
May 1	May 10
May 15	May 24
May 30	June 10
June 14	June 24
July 1	July 10
July 15	July 24
July 30	August 9
August 13	August 23 Last Contribution