

TOLL-FREE FAX: (877) 353-9236**FOR US MAIL send to:****WageWorks Processing Center Attn.: Special Handling, PO Box 60010, Phoenix, AZ 85082****FOR UPS/FEDEX (EXPRESS & OVERNIGHT DELIVERIES) SEND TO:****1850 W Rio Salado Pkwy Ste 101, Tempe, AZ 85281**

WageWorks 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 Special Handling Form (SHF). To help you, we've provided the below guidelines. Please follow them when completing and submitting your claim.

Tips for Filling out the Special Handling Form

- Complete a separate form for each pass.
- 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 this request has been resolved.
- Make sure you sign the form.

Things to Remember When Including Passes

- Include a late, incorrect, or defective pass for each claim where possible.
- Passes must be the original pass; photocopies of passes are not acceptable.

Tips for Submitting the Special 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 coworker's claims with yours.

