



www.wageworks.com

## SUBSTITUTE RECEIPT

Use **ONLY** with the WageWorks Commuter Card Handling Form

- Please read the WageWorks Commuter Card Handling Form instructions.
- In order to submit a claim, you **MUST** include a receipt for the out-of-pocket expense or pass.
- In the event the service provider does not provide receipts (such as payments made by token/ticket machine, parking meter or cashbox), please include this **SUBSTITUTE RECEIPT** with your Commuter Card Handling Form.
- Your claim will be denied unless an actual receipt or this **SUBSTITUTE RECEIPT** is attached.
- Make sure you sign the Certification and Authorization below.
- Make sure you complete and sign the Commuter Card Handling Form.
- Make sure you attach this **SUBSTITUTE RECEIPT** if your service provider does not provide receipts.

### CERTIFICATION AND AUTHORIZATION:

My signature certifies that:

1. The information on this page is accurate and complete.
2. The service provider does not provide receipts (such as payments made by token/ticket machine, parking meter or cashbox).
3. I am submitting this substitute receipt in lieu of the receipt that is required to be attached to my Commuter Card Handling Form.

Signature of Account Holder X \_\_\_\_\_ Date \_\_\_\_\_