



Unsubstantiated Claim - Business Debt Appeal

Under Internal Revenue Service (IRS) regulations, all payments made from Health Care Flexible Spending Accounts (FSAs) and Limited Purpose Flexible Spending Accounts (LPFSAs) require third party substantiation documentation, unless the transaction is auto-substantiated, such as pharmacy prescriptions, office visit copays, and Inventory Information Approval System (IIAS) items.

In accordance with IRS regulations, you are obligated to substantiate all eligible medical expense claim(s) with adequate documentation by March 31, the last day of the run-out period. Substantiation consists of providing documentation, such as an itemized statement, detailed receipt, or an Explanation of Benefits (EOB) to verify that your claim is an eligible medical expense according to IRS regulations. Payment for outstanding unsubstantiated claims is the responsibility of the employee-plan participant. Per Wis. Stat. 40.08 (4), Wisconsin Department of Employee Trust Funds (ETF) is required to recover monies owed in relation to an employee's indebtedness. Claims that are not substantiated convert to an unsubstantiated claim - business debt and automatically enter into a progressive payment recovery process.

If you did not resolve your unsubstantiated claim by March 31, the last day of the run-out period, you will receive an invoice from ETF's Collection Unit with the opportunity to pay the unsubstantiated claim - business debt in full. If you are unable to pay the full amount, please contact ETF's Collection Unit at 1-877-533-5020 ext. 4-6637 or email Overpayments@etf.wi.gov within 30 days from the date on the invoice to make payment arrangements. Monthly statements reflecting any credits applied and the remaining amount due will be sent until the unsubstantiated claim - business debt is repaid in full.

Any unpaid balance after 180 days from the date of the invoice will begin to accrue interest at the rate of 7.2% per year. Please note, this is the current assumed interest rate and is subject to change.

If you do not submit or are untimely with payment, ETF will pursue other recovery options, such as, withholding from a future benefit or collection through DOR. If ETF does not receive payment or payment arrangements are not made within 180 days from the date on the invoice, pursuant to Sec. 71.93 (8), Wis. Stats, ETF may recover the outstanding unsubstantiated claim(s) amount through collection by the Department of Revenue (DOR). Please be aware that an administrative fee will be added to your outstanding balance if this debt is referred to DOR.

For questions or discuss repayment options, please contact ETF's Collections Unit at 1-877-533-5020 ext. 4-6637, or email Overpayments@etf.wi.gov.

If you have submitted your substantiated claims(s) timely within the run-out period (January 1 through March 31) and received the ETF invoice in error, you may submit a written Unsubstantiated Claim - Business Debt Appeal to TASC at StateOfWIAppeals@tasconline.com within 60 days from the date on the ETF invoice to have this matter reviewed. Please be advise that if you did not substantiate your claims during the run-out period, you are not eligible to appeal your business debt.

To file an Unsubstantiated Claim - Business Debt Appeal, you should:

- Complete the Unsubstantiated Claim - Business Debt Appeal Form (see reverse side of this document).
- Attach a copy of the ETF invoice to the Unsubstantiated Claim Business Debt Appeal Form.
- Attach documentation showing proof of timely submission of substantiation documentation by the March 31 deadline date. Proof of timely submission can include: fax confirmation sheet, mail delivery receipt, or email to TASC.
- Attach a copy of all documentation that was submitted with the timely submission.
- Send all completed required documents together, including the Unsubstantiated Claim - Business Debt Appeal Form, invoice, and supporting documentation to TASC Appeals at StateOfWIAppeals@tasconline.com with **SOW Unsubstantiated Claim - Business Debt Appeal - [Your Name]** in the subject line of the email.

TASC will review your Unsubstantiated Claim - Business Debt Appeal and provide a written determination within 60 days.



Unsubstantiated Claim - Business Debt Appeal Form

Please read and complete each section.

Participant Information	
Participant Name	
Participant Address	
Participant Email Address	
Participant Phone Number	

Unsubstantiated Claim(s) Requiring Repayment:

ETF Invoice Date	Unsubstantiated Claim Repayment Amount	Date you Substantiated your Claim(s)	Proof of Timely Submission Attached	Supporting Documentation Attached
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Reason for Appeal:

I have enclosed all of the following:

- ☐ Unsubstantiated Claim - Business Debt Appeal Form
- ☐ Unsubstantiated Claim Repayment Invoice from Employee Trust Fund (ETF)
- ☐ Documentation showing proof of timely submission of substantiation documentation by the March 31 deadline date. Proof of timely submission can include: fax confirmation sheet, mail delivery receipt, or email.
- ☐ Copy of all documentation that was submitted with the timely submission.

Send the completed Unsubstantiated Claim - Business Debt Appeal Form, Invoice, and all supporting documentation to TASC Appeals at StateOfWIAppeals@tasconline.com with **SOW Unsubstantiated Claim - Business Debt Appeal - [Your Name]** in the subject line of the email.

If someone represents you, complete the Authorization of Release form to allow us to communicate with your representative. The Authorization of Release form is located on the TASC landing page at <https://partners.tasconline.com/ETFEmployee>.

Sincerely,

TASC Appeals Department
StateOfWIAppeals@tasconline.com
P.O. Box 70791 Madison, WI 53704
Phone: 1-844-768-3947 or 1-608-316-2408
Fax: 1-877-231-1287

TASC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.
ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-608-316-2408.
LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 1-877-533-5020 (TTY: 1-800-947-3529).

