Expenses incurred during the plan year, January 1 through December 31 of each year, must be substantiated by December 31 to avoid further action on your unsubstantiated claim(s). If you failed to provide the necessary documentation or repay your claim(s) during the plan year, your claim is now considered ineligible and repayment is required. Your employer will attempt to recover the unsubstantiated claim amount via payroll withholding, pursuant to Wis. Stat. § 40.08 (4). If your expense was incurred within the two weeks prior to December 31, your claim will still be subject to the payroll withholding.

If your unsubstantiated claim(s) is in the recovery process through payroll deduction with your employer, you are no longer able to resolve your unsubstantiated claim through the normal substantiation process through TASC. You may file a Plan Correction Request in effort to resolve your unsubstantiated claim. Your Plan Correction Request must be sent to TASC Appeals by March 31. Any Plan Correction Requests received after March 31 will not be accepted.

How to file a Plan Correction Request:

1. Complete the Plan Correction Request Form (see reverse side of this document).

2. Attach all applicable supporting documents (itemized statement, detailed receipt, Explanation of Benefits). If applicable, include check/money order made payable to TASC Claims Repayment.

3. Send completed Plan Correction Request Form and applicable supporting documents to TASC Appeals at stateofwiappeals@tasconline.com and your human resource/payroll department. If you selected the repayment option, please send your completed plan correction request form, supporting documentation, and payment to:
   
   TASC Appeals  
   Attn: SOW Plan Correction Request  
   P.O. Box 70791  
   Madison, WI 53704  

TASC will review your plan correction request. You and your human resource/payroll department will be provided with a written determination. If TASC does not receive a completed Plan Correction Request Form and applicable supporting documents in their entirety, your request will be automatically denied and you will need to submit a new completed Plan Correction Request prior to March 31.

Note: If you do not include your human resource/payroll department when you submit your Plan Correction Request, this may delay notification to your employer of the determination. A delay in notification to your human resource/payroll department may impact your employer’s ability to adjust or stop payroll deductions in a timely manner.

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

The ERA Participant Guide and additional resources are available on the TASC landing page at https://partners.tasconline.com/ETFEmployee. If you have any questions, please call TASC Customer Care at 1-844-786-3947 or your human resource/payroll department.

Sincerely,

TASC Appeals  
P.O. Box 70791  
Madison, WI 53704  
1-844-786-3947 or 1-608-316-2408
Please read and complete each section as it applies to your request.

### Participant Information
- Participant Name
- Participant Address
- Participant Email Address

### Employer Information
- Employer Agency Name
- Payroll Center Name
- HR / Payroll Staff Contact Name
- HR / Payroll Staff Contact Email

### Ineligible Claim(s) Requiring Repayment

<table>
<thead>
<tr>
<th>TASC Card Transaction Date</th>
<th>Provider / Merchant</th>
<th>Total Card Charge</th>
<th>Repayment Amount Due</th>
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### Choose Plan Correction Option
- **Substantiate Claim**: Submit documentation to substantiate claim(s). Send this completed form, a copy of your unsubstantiated claim repayment notification, and all applicable supporting documentation (itemized statement, detailed receipt, Explanation of Benefits) to TASC Appeals.
- **Repayment**: Repay the amount of the unsubstantiated transaction. Send this completed form, a copy of your unsubstantiated claim repayment notification, and check/money order made payable to TASC Claims Repayment to TASC Appeals.
- **Replacement Receipts**: To apply another out-of-pocket eligible expense toward the repayment amount due, complete the below section. Send this completed form, a copy of your unsubstantiated claim repayment notification, and replacement receipts to TASC Appeals.

**NOTE**: The replacement receipts cannot include any previously reimbursed expenses.

### Eligible Service

<table>
<thead>
<tr>
<th>Date of Service</th>
<th>Provider / Merchant</th>
<th>Description of Eligible Service</th>
<th>Total Claim Amount</th>
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Send completed Plan Correction Request Form and applicable supporting documents to TASC Appeals at stateofwiappeals@tasconline.com and your human resource/payroll department. If you selected the repayment option, please send your completed plan correction request form, supporting documentation, and payment to:

- TASC Appeals
- Attn: SOW Plan Correction Request
- P.O. Box 70791
- Madison, WI 53704

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.