

DataPath Administrative Services, Inc.  
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1601 Westpark Dr., Ste. 6  
Little Rock, AR 72204  
datapathadmin.com



In this document you'll find examples of the types of communications that you may receive from DataPath Administrative Services.

### **No Receipt Necessary**

**Purpose:** This email is generated for confirmation to the plan participant that their purchase has been verified and approved. It requires no further action by the participant.

#### **Sample email:**

Dear Participant,

Your debit card transaction for \$XX.XX TRANSACTION AMOUNT at MERCHANT on DATE was successfully auto-substantiated and no additional action by you is necessary.

Sincerely,  
DataPath Administrative Services  
vtsupport@datapathadmin.com

### **First Request for Receipt**

**Purpose:** The First Request for Receipt email is generated because DataPath needs the participant to send in a receipt in order to verify the purchase.

#### **Sample email:**

Dear Participant,

This email is sent as a reminder that documentation is required in order to qualify the following expense:

On DATE there was a \$XX.XX TRANSACTION AMOUNT charge to your debit card at MERCHANT.

By IRS rule, we are required to assume that the expense was not qualified if we do not receive a signed claim form and itemized receipt in timely fashion. Please provide this documentation no later than 10 days from DATE.

After that date, this will be deemed an ineligible expense, and it will be your responsibility to reimburse your employer for this charge. Furthermore, usage of your card may be suspended until the employer is reimbursed.

If you need more information, please call or email. Our friendly customer service representatives will be happy to assist you.

Your remaining card value is: \$XX.XX PLAN\_BALANCE

Thank You,  
DataPath Administrative Services  
vtsupport@datapathadmin.com

### **Second Request for Receipt**

**Purpose:** The Second Request for Receipt email is generated because DataPath needs the participant to send in a receipt in order to verify the purchase.

#### **Sample email:**

Dear Participant,

This email is sent as a reminder that documentation is required in order to qualify the following expense:  
On DATE there was a \$XX.XX TRANSACTION AMOUNT charge to your debit card at MERCHANT.

By IRS rule, we are required to assume that the expense was not qualified if we do not receive a signed claim form and itemized receipt in timely fashion. Please provide this documentation no later than 10 days from DATE.

After that date, this will be deemed an ineligible expense, and it will be your responsibility to reimburse your employer for this charge. Furthermore, usage of your card may be suspended until the employer is reimbursed.

If you need more information, please call or email. Our friendly customer service representatives will be happy to assist you.

Thank You,  
DataPath Administrative Services  
vtsupport@datapathadmin.com

### **Third Request for Receipt**

**Purpose:** The Third Receipt for Request email is generated because DataPath needs the participant to send in a receipt in order to verify the purchase. This is the final notice for this purchase.

#### **Sample email:**

Dear Participant,

This your third and final request for documentation required in order to qualify the following expense:

On DATE there was a \$XX.XX TRANSACTION AMOUNT charge to your debit card at MERCHANT.  
By IRS rule, we required to assume that the expense was not qualified if we do not receive the receipt and claim form. Please provide this documentation immediately. If we do not receive your documentation, we will deem this an ineligible expense, and you will then be responsible to reimburse your employer for this charge. Furthermore, usage of your card may be suspended until the employer is reimbursed.

You can upload your documentation to the Participant Portal or you can mail them to the address below.  
DataPath Administrative Services  
1601 Westpark Dr, Suite 9  
Little Rock, AR 72204

Sincerely,  
DataPath Administrative Services

## Successfully Adjudicated

**Purpose:** This email is generated for confirmation to the plan participant that their purchase has been reviewed and approved. It requires no further action by the participant.

### Sample email:

Dear Participant:

Your transaction on DATE in the amount of \$XX.XX TRANSACTION AMOUNT at MERCHANT has been reviewed and approved.

The documentation required in order to qualify this expense has been received, and no further action is required.

Sincerely,  
DataPath Administrative Services

## Receipt Overdue

**Purpose:** The receipt overdue email is generated when the participant has failed to comply with the request for receipt emails. This notice informs the participant that the expense will be logged as ineligible.

### Sample email:

Dear Participant,

The receipt for your transaction:

\$XX.XX TRANSACTION AMOUNT at MERCHANT on DATE is now past due. Because we have not heard from you, we must conclude that your card purchase was for an ineligible expense and you must now return the amount of your transaction to your plan.

You can return the funds to your plan by sending a check to the address below. If you have the receipt and it was in fact for an ineligible expense, you may still send it to the address.

It is possible to off-set the amount owed to your plan from the next reimbursement check if you submit a claim for an eligible transaction prior to re-paying your plan.

Sincerely,  
DataPath Administrative Services  
1601 Westpark Dr., Suite 9  
Little Rock, AR 72204  
vtsupport@datapathadmin.com