IMPORTANT NEWS FOR SPENDING ACCOUNT PARTICIPANTS

ADP has made significant improvements to your spending account program! As part of our continued efforts to help you manage your account, ADP is excited to offer improved spending account communications. Information about the new enhancements is included below.

CARD SWIPE VALIDATION REQUEST

- Summary of all card swipes and lists how many ADP was able to automatically validate.
- Any card swipes that ADP has not been able to validate are listed so you can take the necessary action. You can choose how to validate the expense.
- Each claim includes an explanation as to why ADP was not able to validate the expense.
- Improved instructions on how to submit the validation information.

ACCOUNT ACTIVITY STATEMENT

- Streamlined account summaries.
- Additional Q&As have been added to the statement.

Questions? Go to myspendingaccount.adp.com
Or contact us at 1-800-479-6694

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CLAIM RECEIPT E-MAIL

Lets you know ADP has received your claim and that it’s being processed. A reference number is included in the e-mail to make it easier to track the claim online.

CARD SWIPE VALIDATION E-MAIL—NO ACTION REQUIRED

Lets you know if ADP was able to automatically validate an expense. If ADP was able to validate the expense, you will be notified that no action is required on your part.

CARD SWIPE VALIDATION E-MAIL—TAKE ACTION

If ADP was unable to validate an expense, this e-mail will remind you to keep your receipt as it is possible that ADP will request it.

CARD SWIPE VALIDATION REQUEST STATEMENT E-MAIL

This e-mail lets you know when the Validation Request Statement is ready to be downloaded. The Validation Request Statement lets you know when you need to take action on a card swipe that was not able to be validated.