



Group Plan Solutions  
Benefit Administration

A Division of Pekin Insurance®

## GPS FLEXIBLE SPENDING ACCOUNT (FSA) CLAIM FILING GUIDE



Group Plan Solutions (GPS) is a division of Pekin Insurance® located in Pekin, Illinois. GPS is focused on providing prompt and reliable service for your flexible spending needs. We also provide a secure website that includes 24-hour access to your account information, claim details, and the option to enroll in direct deposit. Detailed instructions for accessing your account online are enclosed.

There are 4 simple ways to file claims:

- Enter your claim and upload receipts online at [www.groupplansolutions.com](http://www.groupplansolutions.com) (see enclosed flyer for details).
- Fax your claim to 855-545-7165.
- Use the Health Debit Card for qualified expenses (please refer to the Health Debit Card Guide).
- Mail to: GPS, P.O. Box 1587, Pekin, IL 61555

If you are a new enrollee, you can expect to receive your Health Debit Card within approximately 30 days. If you have a debit card from the prior plan year, the card will be reloaded with your new election. *We recommend that you do not use your Health Debit Card until the charges are processed through your insurance plan. If you use your card at the time of service, the amount charged on the Health Debit Card could be more than what is due after your insurance pays. You would then be required to reimburse your Health Debit Card account.*

In order to comply with updated IRS guidelines, we must require substantiation for all purchases. Please keep all of your receipts and explanations of insurance benefits (EOBs). We kindly ask that you submit your receipts and EOBs each time you file a claim or use your debit card.

If you have any questions, we are only a phone call away! Contact us at 888-301-0747.