

**MDM CLAIMS PAYMENT SERVICE
COST PLUS**

Company Name: _____

Name of Employee: _____

CLAIM DETAILS:

		<u>Example</u>
Amount of Claim	\$ _____	\$1000.00
+ 5% Service Fee* (Min. \$35.00, Max. \$150.00)	\$ _____	\$50.00
Subtotal (total 1)	\$ _____	\$1050.00
+ 2% Premium Tax & 8% PST* (total 1 X 10%)	\$ _____	\$105.00
TOTAL*	\$ _____	\$1155.00

* Includes HST & RST as applicable.

“Revenue Canada has indicated that a personal cost plus plan for the owner/proprietor (and dependents) only may not qualify as a Private Health Services Plan, therefore any contribution or premium and administration charges the owner/proprietor pays the Insurance Company to reimburse eligible medical and/or dental claims may not be considered an eligible tax deduction according to Revenue Canada.”

PAYMENT INSTRUCTIONS:

Please make your cheque payable to “**MDM ASO Plan**” for the above total and send to:

Plan Administrator, ASO
MDM Insurance Services Inc.
P.O. Box 970
Guelph, Ontario
N1H 6N1

Payment concerning this claim will be sent as soon as your cheque, original supporting documents (i.e., dental claim form, drug receipts, etc.) and a copy of this form are received. **In order to be eligible for payment, all receipts must be submitted within 24 months of the date that the expense was incurred.**

The claim cheque should be made payable to: Employee, or

(print)

Address to send cheque: _____

Authorized Signature

Before implementing a Cost Plus program, we strongly encourage you to consult with your professional tax advisor. You want to be sure that you are eligible to implement a Cost Plus program and before any expenses are submitted for reimbursement, you need to be sure that these expenses are eligible. For a complete list of eligible medical expenses (form IT-519), you can visit Revenue Canada's Web site at www.cra-arc.gc.ca or by calling 1-800-959-2221.