

- All 2023 expenses can be submitted to WageWorks beginning on Jan. 1, 2023.
- The \$220 incentive reimbursement is subject to taxes, including all federal and state withholding and employment taxes.
- Enrollment is open to all benefits-eligible employees (excluding Keck Community Hospitals, Local 11, and Las Vegas groups, which have different benefits).
- You must be employed by USC **both** at the time the expense is incurred and when your claim is approved by WageWorks to receive the reimbursement to your paycheck.
- Check your reimbursement status anytime online at the WageWorks site.
- Current WageWorks users can access all benefits using their existing username and password.
- To view the **eligible expenses**, log in to your profile at WageWorks.com. Click **USC Fitness Incentive** and locate the link to the eligible list.



A healthier lifestyle pays off.

Get up to \$220 reimbursement for eligible wellness activities through WageWorks.

USC's Fitness Incentive program is designed to encourage and support your healthy lifestyle. The program offers participants a **reimbursement up to \$220 per year** for eligible wellness activities including gym membership fees, fitness classes, and much more. New to WageWorks? Take a moment to register and create an account to view the complete list of eligible expenses. Learn more and join at **WageWorks.com**.

Q&A

How do I receive reimbursement?

From your WageWorks account, fill out the claim form and include appropriate documentation of payment. Once complete, submit online or via fax or mail as indicated on the form. (See "Required Supporting Documents To Process A Claim" in the right column.)

When can I submit a claim form?

You have 60 days after the end of the calendar year the expense was incurred to submit a reimbursement request for eligible expenses.

What if my claim is for dates of service which cross the calendar year?

For claims that cross over into 2024, participants must resubmit a claim form.

Submitting your claim is simple

Go to **WageWorks.com**.



Use EZ Receipts Mobile App. Use EZ Receipts Mobile App to submit fitness "Pay Me Back" claims. To learn more about the EZ Receipts App, go to [wageworks.com/myezreceipts](https://www.wageworks.com/myezreceipts).



Required supporting documents to process a claim. Documentation may be a scanned receipt, credit card/bank statement, document on fitness club letterhead, or other official documentation providing it has: 1. Employee's name, 2. name of the service provider, 3. description of service, 4. payment amount (cost), and 5. service date/period.



Eligibility review. Your submitted expense receipt will be reviewed for eligibility. Payment for approved claims will appear on the next paycheck, which is typically one to two payroll cycles after approval. You must be employed by USC both at the time the expense is incurred and when your claim is approved by WageWorks to receive the reimbursement to your paycheck.