

Advisory Council on Family Care (ACFC)

Health & Wellness Program - Taxable Reimbursement Program

The ACFC will reimburse eligible employees for gym memberships and/or weight management programs up to \$200 biannually for the time of periods of January-June and July-December each year.

Most programs/fitness facilities in the community are eligible for the reimbursement, as well as most online fitness programs. This program **DOES NOT** cover any medical testing/ consultations, food, supplements, or vitamins.

Eligibility Requirements

- Applicants for reimbursement must be Verizon employees, who are represented by CWA in DC, DE, MD, NJ, PA, VA & WV.
- Contracts and proof of payments must be incurred in the name of the Verizon employee requesting reimbursement.
- Proof of payments is defined as receipts and/or bank/credit card statements. All that needs to be visible on bank/credit card statement is: the employees name, date of payment(s) and gym/program it was paid to.

Instructions:

1. Complete the application for reimbursement. (You will be required to send in a new application each time you participate).
2. Submit a copy of your completed application together with all supporting documents: (e.g., a membership contract/agreement and proof of payments/receipts incurred in the applicant's name).
3. All supporting receipts must show payment was made between July 1, 2024 to December 31, 2024.
4. All applications for reimbursement and accompanying receipts must be postmarked on or before **January 5th, 2025**.

Applications can be emailed to: Dutchin.m.webster@verizon.com or mailed to:
Dutchin Carpenter, c/o Verizon, 215 Ritchie Lane, 2nd Floor, Glen Burnie, MD 21061

*Please note: all Health and Wellness reimbursements received from this program are taxable.

Liability Statement

The employee assumes all responsibility for determining the quality of the provider and assumes all responsibility for choosing a provider. Verizon and CWA are neither responsible nor liable for any injuries or damages of any nature suffered as result of the acts or omission of a provider of care in the operation of its business.

Your eligibility for reimbursement expires upon my termination of employment with Verizon.

Verizon and CWA retain the right to change the eligibility requirements or amount of reimbursement, as well as any other provision, including discontinuation of the program at any time.



This is a Taxable Wellness Reimbursement Program for Employees represented by CWA in DC, DE, MD, NJ, PA, VA & WV

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Complete **ALL** information. Your application **WILL BE RETURNED** if any information is missing. Please print clearly or type.

Employee Name		Job Title	
Universal ID /Enterprise ID (10 digits)			
Home Address			
City	State	ZIP Code	
Home Phone			
Work Address			
City	State	ZIP Code	
Work Phone	Cell Phone		
Email			
CWA Local #			
Gym/Program Name			
Have you participated in this program before? Yes No			
If yes, is it the same contract? Yes No			
Provider's Tax ID Number			
Provider's Address			
Provider's Phone Number			
Cost for membership			
Please circle type of payment	Annual	Monthly	Weekly Drop-In Other
Contract effective date			
Contract termination date			

You **MUST** attach a copy of contract and detailed receipts.

If you have participated before with the same contract, you do not have to send the contract again.

I, (Print Name) _____ request reimbursement for the eligible fitness/weight management expenses listed above. My signature signifies I have read the criteria of the Wellness Reimbursement Program and agree to abide by them.

By signing and submitting application, I certify the information that I have provided on this form(s) is true and accurate. I further understand that supplying false information on this form may jeopardize my continued participation in the Advisory Council on Family Care (ACFC).

Employee Signature	Date
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Send form and receipts to:

ACFC Attn: Dutchin Carpenter
215 Ritchie Lane, 2nd Floor
Glen Burnie, MD 21061 **OR**

Dutchin.m.webster@verizon.com

Deadline is January 5, 2025.

