

## Wellness Reimbursement Program Overview

Full-time, benefit-eligible employees are eligible for our Wellness Reimbursement Program. Northwest Center will reimburse up to \$25 per month via payroll for eligible expenses.

This new program reimburses for eligible items related to physical and mental wellness. Reimbursements are processed on the first check of the month.

## Procedure

Employees must submit a Wellness Reimbursement Form and an accompanying proof of purchase.

- NWC will reimburse up to 12 months for a single purchase. Only one request is required.
- Monthly reimbursements must be submitted by the 20<sup>th</sup> to be paid the following month.

## Exclusions

- Clothing/shoes
- Personal accessories/devices
- Food/supplements
- Massage treatments
- Items covered under a group health plan
- HOA fees for onsite fitness center
- Ergonomic equipment

***This list is not all-inclusive.***

## Tax Liability

The amount reimbursed to employees will be reported as taxable income to the Internal Revenue Service and is subject to FICA, Medicare, federal, state, and local taxes.

**Please fill in the form on the following page to request a reimbursement.**

**\*Please be sure to submit accompanying proof of purchase. Receipt must be dated within 90 days of the submission date.**

# Wellness Reimbursement Request

## Type of Expense:

- ☐ One Time (workout equipment, class, book)
- ☐ Monthly Subscription (monthly program/app cost)

## Reimbursement Type:

- ☐ Membership
- ☐ Class
- ☐ Workout Equipment
- ☐ Event Registration
- ☐ Sports/League Fees
- ☐ Weight Management Program
- ☐ Other: \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

*Email the completed form and receipt to [Benefits@nwcenter.org](mailto:Benefits@nwcenter.org)*