

Payment of Claims for CUPE 1334

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TWSA claims must be submitted using the [Taxable Wellness Spending Account Claim Form](#) [1].

Completed claim forms must be submitted by email (myclaims@sunlife.com [2]) or mailed to:

Sun Life Assurance Company of Canada
PO Box 2010 Stn
Waterloo, ON, N2J0A6

Submitted claim forms must include an original receipt or other original proof of payment for every item claimed. The documentation must clearly outline the type of expense and amount you are claiming as well as the date the expense was incurred. Some receipts may be more difficult to obtain than others. For example, a fitness club membership is typically paid monthly through automatic bank withdrawals or credit card payments. In this case, as proof of payment, you may submit a bank statement, if the type of expense is clearly indicated and the statement itself is identifiable as relating to your bank account or, if you prefer, ask your fitness club or service provider for a valid receipt.

You should always try to submit your claims as soon as possible during the year in which you made the expense. However, you have until March 31st of the following year to submit expenses you incur during the current year.

Source

URL:<https://www.uoguelph.ca/hr/staff-faculty/benefits/canadian-union-public-employees-cupe-1334-benefits/taxable-wellness-1>

Links

[1] https://www.uoguelph.ca/hr/system/files/TWSA%20Claim%20Form_2.pdf [2] <mailto:myclaims@sunlife.com>