



Email Claims Submission

Email claims submission is available for all clients of The Benefits Trust and their employees.

How To

Complete and sign a standard Medical and Drug Expenses claim form, available from your employer or from the Employee Resource Centre at www.thebenefitstrust.com. It is important to complete the claim form in full, including your name, address, contract number, certificate number, and details of each expense.

Scan the completed claim form and each of the receipts, invoices, or statements for your expenses.

Submit the scanned claim form and scanned receipts by email to:
claims@thebenefitstrust.com.

We conduct periodic random audits of email claims submissions. Please keep your original receipts, as you may be asked to submit them for review.

Coordination of Benefits

For coordination of benefits claims, submit the same information (a completed claim form and receipts). Also include a scanned copy of the other carrier's explanation of benefits showing amounts paid or not paid by the other plan.

If you have any questions about submitting claims by mail or by email, please contact our office.

The Benefits Trust

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