

Reimbursement Submittal Checklist

Confirm that all steps below have been completed. Items noted as **[Required]** must be checked and included with the reimbursement request form, or the form will be deemed incomplete.

- Completed Reimbursement Request Form – **[Required]**
- Toll Activity Report and or Monthly Toll Statement with eligible transactions highlighted – **[Required]**
 - Is an “HOV2+-50%” message indicated in the Discount column of the Activity Report?
 - PDF of all attachments labeled according to the submittal checklist

The following documents are required only with the first reimbursement request.

- Completed W-9 to comply with IRS regulations (detailed in Publication 15 Circular E, Employers Tax Guide)
- Direct Deposit Authorization Form to receive reimbursements via direct deposit. The prenote process takes six full business days. If the form is not submitted, then reimbursement will be issued via check.