

# WHAT'S PROOF OF PAYMENT??

Dear Student:

As part of your School of Medicine fellowship, you are entitled to reimbursement of your individual health insurance premium(s) up to the maximum set each year. You can be reimbursed for coverage during the time of your appointment (i.e. not before you arrive or after you graduate) for any allowable amounts not covered by the UVa subsidy.

In order to receive this reimbursement you must provide **proof of payment to your home department**. Such proof may be:

- a) Signed, dated receipt showing what was purchased and the amount paid.  
(You must REQUEST A RECEIPT for UVa's Student Health Plan.)

OR

- b) Copy of canceled check with copy of matching bill (No bill necessary for the Student Health Plan)

OR

- c) Copy of check carbon + matching bank statement showing that the check cleared + matching bill (No bill necessary for the Student Health Plan)

OR

- d) Employee check stub(s) showing amount withheld, and an employer statement of how much is for YOUR coverage (not necessary for UVA employee coverage)

OR

- e) Cashier's check copy and check stub – must show who the check was made out to, how much, AND your name as the person paying. Preferably your account number as well

OR

- f) Copy of your credit card statement showing your name, the amount, and the vendor name

## PLEASE NOTE:

- 1) If you are covered on a spouse's payroll plan, you must have a statement from the employer or from the insurance company stating how much of the deduction covers YOUR portion only. (Option d above)
- 2) If you are covered on your parents' policy, we can reimburse THEM for your portion. Please check with your parents first to see if they are willing to provide a written statement from the insurance company indicating the cost of your coverage and if they will complete a form with their social security number and signature.