Follow these 3 easy steps:

1. **MAKE AN ELIGIBLE PURCHASE**

2. **COMPLETE FORM**

3. **SUBMIT FORM ONCE PER CALENDAR YEAR, NO LATER THAN MARCH 31, 2021**

---

**What qualifies?**
A membership at a full service health club, studio or fitness program, as well as fitness classes held at a health club, studio or recreation center (e.g. 9Round, Hamel Recreation Center, Keene Recreation Center, OrangeTheory, The Works Health Club, Wildcat Fitness, YMCA).

**What does not qualify?**
- Home exercise equipment
- Sports lessons (e.g. golf lesson)
- Race fees
- Sport leagues (e.g. basketball league)

The above list is not a complete list, but rather examples of ineligible expenses; Cigna may deny a submission for an ineligible expense.

**Important Information**
$500 is the maximum reimbursement amount per family per calendar year. Family includes employee/retiree and dependents who are covered under a USNH medical plan administered by Cigna.

There is no attendance requirement, you can submit your form and receipt/proof of purchase as soon as you make an eligible purchase.

At the time of reimbursement, you must be a current USNH employee or eligible retiree and be a participant in a USNH Cigna medical plan to be eligible for this reimbursement.

**Submission Process**
- Employee/Retiree to complete, sign and date the Fitness Reimbursement Program Form, submitted once per calendar year.
- Include dated, original receipts from the fitness program or copies of bank/ credit card statements (black out any reference to account or credit card numbers) showing:
  - The participant name.
  - Name of facility.
  - Individual charges of each fitness program, member membership, or class fees.
  - Charges and dates of each session or monthly membership.
  - Proof of purchase that clearly shows the amount you paid.

The expenses will be pro-rated to only reimburse for the current 2020 calendar year if the actual expense paid included prior year or future year membership/class expenses.

The completed form must be postmarked by March 31, 2021.
Section 1 – Employee/Retiree Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address - Number &amp; Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee USNH ID:</th>
<th>Cigna ID Number</th>
<th>Date of Birth (MM/DD/YYYY):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 2 – Eligible Expenses

<table>
<thead>
<tr>
<th>Fitness Program Expense</th>
<th>Dates of Service</th>
<th>Participant Name</th>
<th>Amount Paid</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of receipts attached: ________ Total Amount requested: $___________ (max of $500)

I authorize the release of any information to Cigna about my health club membership. I certify that the information provided in support of this submission is complete and accurate and has not been previously submitted.

I understand reimbursements will be provided via USNH payroll and are subject to applicable tax withholdings.

Employee/Retiree Signature: ___________________________ Date: ___________

Please mail this form and all copies of your receipts to the below address. Please allow 3-4 pay cycles to receive your request via USNH payroll. The Fitness Reimbursement is taxable. If you have any questions about your request, contact Customer Service.

Cigna
Health Promotions/USNH
2 College Park Drive
Hooksett, NH 03106

Please make sure to keep a copy of your form and receipts as proof of submission if validation is required from Cigna. Cigna will not return any receipts or forms. If services are denied, a denial letter will be sent to the employee/retiree’s home address.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company, Connecticut General Life Insurance Company, Cigna Behavioral Health, Inc., and HMO or service company subsidiaries of Cigna Health Corporation. The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc. 10/15/19 © 2019 Cigna.