

Administrative Services Only, Inc
PO Box 9005, Dept. 11
Lynbrook, NY 11563-9005
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WWW.ASONET.COM

**NINTH JUDICIAL DISTRICT COURT EMPLOYEES
ASSOCIATION BENEFIT FUND
PROMOTIONAL EXAM & MATERIAL
BENEFIT FORM
FOR ACTIVE MEMBERS**

Please visit www.njdcea.org for additional plan information and claim forms
Please visit www.asonet.com to track your claims and claim history

MEMBER INFORMATION

MEMBER NAME	BIRTH DATE	MALE	FEMALE	
ADDRESS	APT. NO.	CITY	STATE	ZIP CODE
SOCIAL SECURITY NO. OR LAST FOUR DIGITS	WORK LOCATION	DAYTIME TELEPHONE NO :	EVENING TELEPHONE NO:	

Active Members Only are eligible for reimbursement of expenses for Promotional Exam Courses (held or offered live/in person or online) and books. Reimbursement will only be issued if the job title or position is included within the NJDCEA negotiating agreements dated 4/2016 - 3/2019 and 4/2019 - 3/2021.

- Fund will reimburse up to \$500 per exam for eligible expenses.
- All claims must be submitted annually, and must be received by Administrative Services Only, Inc. by the end of the calendar year.
- Receipts for classes must contain member name, course type and proof of payment.

Course Name: _____

Description of Course & Materials _____

**TO FILE FOR REIMBURSEMENT
COMPLETE, SIGN AND RETURN THIS FORM TO ASO**
**Note: Receipts or other documentation submitted with your form will not be returned.
Retain copies of supporting documentation for your records**

I HEREBY CERTIFY THAT EXPENSES CLAIMED HAVE NOT BEEN REIMBURSED, AND ARE NOT REIMBURSABLE UNDER ANY OTHER PLAN COVERAGE AND THAT I AM ENTITLED TO THIS BENEFIT

SIGNATURE OF MEMBER

DATE