



Transportation

King County: 1-800-923-7433
Snohomish County: 1-855-766-7433
Address: 14812 Main Street
Bellevue, WA 98007-5245
Website: www.hopelink.org

Dear Client:

The Hopelink “Reimbursement Form” is to be used when requesting reimbursement for parking, bridge tolls, and/or ferry incurred as part of a medical appointment. This form is for reimbursement costs associated with parking, bridge tolls, and/or ferry services only and should not be used for any other charges.

In order to be reimbursed for parking, bridge tolls, and/or ferry cost, you must follow these guidelines.

- The Hopelink “Reimbursement Form” must be completely filled out
- Original receipts must be attached for every entry on the form. Copies will not be accepted.
 - For tolls, attach original “Good to Go” statement or “Pay by Mail” invoice for each entry on the form. Note that the cost of the “Good to Go” pass is not covered through Hopelink’s reimbursement program.
- Receipts and/or toll statements/invoices must be submitted within 30 days of medical appointment. Reimbursement will not be made for any receipts dated more than 30 days from the medical appointment.
- Payment for parking, bridge tolls, and/or ferry reimbursement will be made to the patient. It is the patient’s responsibility to pay the driver.
- Copies of the following documentation for the driver must be on file at Hopelink before reimbursement may be made. Please include a copy with the reimbursement form if you have not previously submitted the documents or they have expired.
 - Driver’s License
 - Vehicle Registration
 - Proof of Insurance
- Please allow 60 days for payment

Reimbursement Forms are available on our website at <http://www.hopelink.org/need-help/transportation>.

You may also call us to have a form sent to you.

If you have any questions about this reimbursement form or process you may call our Customer Service Center. For King County call 1-800-923-7433, for Snohomish County call 1-855-766-7433