



forma | **Reebok**



# Reebok Flex Benefits Program Policy

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*Last updated date: 03/20/2025*

The Reebok Flex Benefits program is designed to provide access to a variety of programs that meet the needs of our organization and that can be used toward a range of eligible activities. This stipend is meant to provide you with options that are most relevant to you and the below document outlines the program policy.

★ We recommend that you read this document in its entirety to best understand your benefits. If you still have questions after reading, please email [support@joinforma.com](mailto:support@joinforma.com) or live-chat the support team directly within your Forma account!

## Who is Eligible?

Starting March 17, 2025, all full-time benefit eligible Reebok corporate employees (US only) are eligible to participate in the program. You must be employed by Reebok when eligible expenses are incurred (paid for) and you can submit claims for purchases made on or after 03/17/2025. Purchases made prior to 03/17/2025 will not be accepted. Dependents are not eligible for this benefit.

## Program Administration

Forma is the administrator of this program. For general FAQs, please refer to the [help center](#). You can reach Forma's Support Team by emailing [support@joinforma.com](mailto:support@joinforma.com) or through the live chat feature directly in your Forma account.

## Benefit Amount

All eligible employees will receive a stipend amount listed below at the beginning of each quarter (January, April, July, October). Balances can be accrued up to the maximum balance stated - further quarterly funding will not occur if you are at that maximum balance. Any unused funds will not roll over into the next calendar year.

For new employees added after the program start date, the first funding will be prorated by the month based on the date added to Forma.

### Amount:



COUNT 1				
March 17, 2025	United States	USD	300	1,200

## How the Program Works

Funds will be deposited into your Forma Account on the 1st of each quarter. For new employees added after the program start date, the amount will be prorated based on the date added to Forma. You may spend the allowance in the following ways depending upon both where you are located and your preference:

1. **Forma Store**
2. **Reimbursement Claims**

## Forma Store

Forma Store includes vendors that are automatically considered eligible under this program policy. Enjoy up to 30% off of vendors that Forma partners with! **You do not need to submit a request for reimbursement when you purchase products through Forma Store. These items are already approved under your program policy.**

NOTE: For U.S. Employees, we recommend adding a credit card to the portal. If an item from the store exceeds the balance in your funds, you can pay the difference using your credit card and still enjoy the discount.


## Reimbursement Claims

If you pay out of pocket for an eligible expense, you may choose to submit a reimbursement claim through the Forma portal. A run-out period gives employees extra time after the plan resets to submit claims for expenses they incurred during the previous period. There is 60 days after the end of the year to submit expenses incurred in the previous year. Reimbursement requests will be reviewed by the Forma team within 2-3 business days.

Multiple receipts cannot be submitted under one claim. Please submit separate claims for expenses incurred with different vendors or on different purchase dates.

IMPORTANT: Please make sure that your item name, purchase date, and purchase amount are visible on the receipt. If this is not visible, your claim will be rejected. If available, please also have your name on the receipt.




For purchases made in apps such as Venmo and PayPal or online courses with recurring charges, please submit a screenshot or print screen of the charge and payment.

 Don't Forget! You can use the [Forma App](#) to easily upload receipts and submit claims!

There is a 60 days run-out period to submit expenses incurred in the previous year. Please see the schedule below:

## Claim Submission Schedule



 Year/Month Expense was Incurred	 Last Day to Submit Claims
 03/17/2025 - 12/31/2025	3/1/2026

## Reimbursement Plans

Large pre-paid, eligible purchases that exceed the quarterly stipend amount may be submitted as one claim and can be set up as a reimbursement plan.

To schedule a recurring reimbursement claim, follow the same process as you would a regular reimbursement claim. Fill out the reimbursement form and enter the total amount paid. You should see a reimbursement plan notification pop up automatically.

Once the reimbursement claim is approved, you will first be reimbursed for the full amount currently available in your account. Subsequently, you will automatically be approved for additional reimbursements on the same day of the **following quarter** of the first approval date until the claim is paid off. Please note that the reimbursement plan will stop at the end of the plan year and will not roll over into the next year.

If you submit a claim for more than one item, the most recent reimbursement submitted will be paid off first. For example, if you purchase something for \$2,000, the reimbursements will begin once the claim is approved and will continue until paid off. However, if you purchase something else for \$500 before the first item is paid off, the second item will take over the reimbursement cycle. Once the second item is paid off, the reimbursement cycle will move back to the original item.

Please refer to [this article](#) for additional information and details.

## Claims Payout- When will I receive my reimbursement?

You will receive your reimbursement via Direct Deposit straight to your bank account. You will generally receive funds within 5-10 business days.



Please note, you **must** link your bank account in your Forma Portal in order to receive direct deposits. To do this, in your Forma Portal select Settings > Linked Accounts > Link Bank Account and follow the steps to link your account. See this [article](#) for more information.

## Eligibility

The following categories are broadly part of the Flex Benefits program:

- Adoption
- Caregiving
- Clothing and Shoes

- Digital Health
- Fertility
- Financial Wellbeing
- Fitness Accessories
- Fitness Activities
- Fitness Equipment
- Fitness Others
- Food
- Food Services
- Legal Services
- Lifestyle Services
- Others
- Parking
- Pet Services
- Skills Development
- Surrogacy
- Transit
- Tuition Assistance
- Wellbeing Services

In addition, please note the following regarding what is considered eligible when submitting a receipt:

- Second-hand items are not allowed to be purchased under this program.
- Gift cards or credit card points will not be reimbursed through this program.
- Additional proof of payments that are accepted can be through apps like Venmo, PayPal, or CashApp.
- Purchases made prior to 03/17/2025 will not be accepted.
- When submitting a claim, it is imperative that your item name, purchase date, and purchase amount are visible on the receipt in order for it to be accepted. If available, please also include your name on the receipt.

- Please submit your claim only after the payment has been made; claims submitted prior to payment will be rejected.

*Please scroll below to see the full list of products/services that are eligible to be expensed under the program:*

**Note:** next to the list of acceptable expenses, there are examples listed to demonstrate different products/services eligible under the subcategory. The examples listed are not meant to be exhaustive. If you have any questions about a product or service's eligibility, please reach out to Forma support via live chat or [support@joinforma.com](mailto:support@joinforma.com).

## **Eligible Items:**

Category	Subcategory	Examples
Adoption	Adoption Assistance	Court costs & attorney fees, Adoption
Adoption	Adoption Counseling	Outreach fees
Caregiving	Adult/Eldercare Services	Adult daycare, Custodial elder care, N
Caregiving	Baby Gear & Accessories	Stroller, Diapers/Breast Pump, Baby cr
Caregiving	Baby Monitor	Baby monitor, Baby breathing monitor
Caregiving	Bereavement	Funeral or burial expenses, Death cert
Caregiving	Child Education	Before or after school program, Presch
Caregiving	Child Supplement Education	Tutors, Before or after school educatio Programs/Camps
Caregiving	Childcare Services	Babysitter or licensed dependent care camp, Extended care
Caregiving	Childcare Services Platform	Digital platforms for childcare services
Caregiving	Lactation Assistance	Breast pumps and supplies, Breast pu for nursing
Caregiving	Long-Term Care Insurance	Insurance premium, Insurance deduct
Caregiving	Parental Coaching	Parental coach, Parenting classes, Pare
Clothing and Shoes	Athletic Accessories	Reebok Accessories , Reebok Bags/Ba Bottles/Shoe Care
Clothing and Shoes	Athletic Clothing	Yoga pants/Leggings , Running shorts
Clothing and Shoes	Athletic Shoes	Running and Lifestyle Sneakers, Cleate shoes/Slides
Digital Health	Fitness Apps	Activity tracking apps, Hiking apps, Cl
Digital Health	Meditation Apps	Meditation apps, Mindfulness apps
Digital Health	Nutrition Apps	Meal planning apps, Calorie counting
Digital Health	Sleep Aid Apps	White noise apps, Sleep story apps
Fertility	Long-Term Egg/Sperm Freezing above 12 mo	Long-term egg/sperm freezing

Financial Wellbeing	<b>Financial Consulting Services</b>	Debt consulting, Financial planning, Pe
Financial Wellbeing	<b>Student Loan Consulting Services</b>	Student loan planner, Loan forgiveness consultation
Financial Wellbeing	<b>Tax Prep Services</b>	Tax prep software, Tax lawyer, Tax filing
Fitness Accessories	<b>Body Scale</b>	Smart scale, Body scale
Fitness Accessories	<b>Smart Watch</b>	Smart watches, Smart sport watches
Fitness Activities	<b>Fitness Classes</b>	Yoga/Pilates/Barre/Spin, Dancing class lessons/Boxing
Fitness Activities	<b>Gym</b>	Gym membership, Club membership
Fitness Activities	<b>Gym and Class Fees</b>	Gym annual maintenance fees, Cancell
Fitness Activities	<b>Personal Training</b>	Fitness coaching, Personal training, Se
Fitness Equipment	<b>Biking Other</b>	Bike accessories
Fitness Equipment	<b>Fitness Equipment</b>	Treadmill, Stationary bike, Indoor rowe
Fitness Equipment	<b>Fitness Protective Gear</b>	Helmets, Protective gloves, Mouth gu
Fitness Equipment	<b>Fitness Tracker</b>	Heart rate monitor, Activity tracker, W
Fitness Equipment	<b>Home Gym Equipment</b>	Cardio equipment, Weight lifting equi
Fitness Equipment	<b>Outdoor Activity Equipment</b>	Camping & hiking gear, Reebok Walkin
Fitness Equipment	<b>Sports Equipment</b>	Tennis rackets/Pickle Ball Paddles , Box
Fitness Others	<b>Video-based Fitness</b>	Video workouts, Online workout video
Food	<b>Meal Kits</b>	Meal kit delivery, Frozen food
Food Services	<b>Food Delivery Expenses</b>	Uber Eats, GrubHub/Door Dash, Meal
Food Services	<b>Food Delivery Membership</b>	Meal subscription fee, Food delivery m subscription fee
Food Services	<b>Nutrition Program</b>	General nutrition program, General nu nutritionist services
Legal Services	<b>Legal Fees</b>	Attorney fees, Consultation fees, Statu
Lifestyle Services	<b>Auto Insurance</b>	Comprehensive insurance, Liability co

Lifestyle Services	<b>Home Insurance</b>	Homeowners Insurance, Condo insurance
Lifestyle Services	<b>Identity Theft Services</b>	Identity theft protection software, Credit monitoring, Identity theft recovery services
Lifestyle Services	<b>Moving Supplies</b>	Building fees, Professional house cleaning
Others	<b>Charitable Donation</b>	Charitable donations
Others	<b>LGBTQ Products</b>	Products & services in support of LGBTQ+ community
Parking	<b>Parking Fees</b>	Parking at or near work, Mass transit parking
Pet Services	<b>Pet Insurance</b>	Pet insurance fee
Pet Services	<b>Petcare</b>	Dog walker, Pet hotel, Pet Grooming
Pet Services	<b>Veterinary Service</b>	Vet admin fee, Pet routine checkup, Veterinary services
Skills Development	<b>Career Coaching</b>	Online career coaching, Skill training, Career counseling
Skills Development	<b>In-Person Learning</b>	Industry Certifications, Drawing classes, Music lessons, Language classes
Skills Development	<b>Industry Event</b>	Conferences, Webinars, Roundtables
Skills Development	<b>Online Learning</b>	Online learning platforms, Job Related courses
Skills Development	<b>Professional Subscription</b>	Industry software, Industry publications
Skills Development	<b>Testing Fees</b>	Industry Testing fees
Surrogacy	<b>Surrogacy Fees</b>	Surrogate compensation, Surrogate medical insurance
Transit	<b>Land Public Transportation</b>	Commuter trains/Blue Bikes, Buses, Subways
Transit	<b>Rideshare below 6 passengers</b>	Vanpool services, Rideshare fare, Uber
Transit	<b>Rideshare above 6 passengers</b>	Mass vanpool services, Rideshare fare
Transit	<b>Water Public Transportation</b>	Ferries, Water taxis
Tuition Assistance	<b>Continuing Education</b>	Industry Books , Industry Bootcamps, Courses
Tuition Assistance	<b>Student Loan Repayment</b>	Student loan repayment, Student loan forgiveness
Tuition Assistance	<b>University Program</b>	Industry Books & equipment, Industry courses
Wellbeing Services	<b>Massage Therapy</b>	Massage services, Deep tissue, Swedish

## ✕ Ineligible Expenses

Anything covered by HSA/FSA is NOT eligible under this program. Examples of this include Copays, insurance, chiropractor, acupuncture, smoking cessation, weight loss.

In addition, the following are not covered under this program: