

# Employee FAQ

## Commuter Account

### **What is a commuter account?**

A commuter account is an employer-sponsored benefit program that lets you set aside money before taxes to spend on parking and public transportation to and from work.

### **Why should I participate?**

The money you put into a commuter parking or transportation account is taken from your paycheck before taxes are deducted. So you can pay for your parking or transportation expenses with money that hasn't been taxed.

You can save an average of 30% on your eligible mass transit and parking expenses.

### **What is consider a qualified mass transit expense?**

Qualified expenses include transit passes, tokens, fare cards, vouchers, or similar items allowing you to ride a mass transit vehicle to or from work. The vehicle may be publicly or privately operated and includes bus, subway, rail, or ferry.

What is a qualified bicycle commuting expense? If you use it regularly to commute to work, certain expenses to purchase or repair a bicycle are deemed qualified.

### **What qualifies as vanpooling?**

Vanpooling requires a commuter highway vehicle with a seating capacity of at least 7 adults, including the driver. At least 80 percent of the vehicle mileage must be for transporting employees between their homes and workplace with employees occupying at least one-half of the vehicle's seats (not including the driver's seat).

### **What is a qualified parking expense?**

Get reimbursed for parking expenses incurred at or near your work location or a parking location from which you continue your commute to work by vanpool or mass transit. Out-of-pocket parking fees for parking meters, garages and lots qualify. Parking at or near your home is not an eligible expense.

### **Can I use my commuter account for commuting expenses like tolls and gas?**

No. Commuter account funds may not be used for tolls, gas, or mileage.

### **Can I use my commuter account to pay for business or personal travel expenses?**

No. You can only use commuter account funds to pay for your regular commute between your home and office on mass transit or vanpools.

### **Whose commuter expenses are covered?**

Qualified expenses include those incurred for your transportation between your residence and worksite. Expenses for your spouse or dependents are not eligible.

Is there a limit to how much I can contribute or spend each month? Yes. Monthly limits are set by the IRS. Any monthly expenses above these limits are not tax-exempt and cannot be applied to future months.

### **How does it work?**

When you enroll in a commuter account, you authorize your employer to set aside an amount before taxes to pay for parking and/or mass transit from each paycheck, You cannot exceed the IRS limits mentioned above. You then pay for the qualified transportation with your benefits debit card.

### **What if I need to stop or change my contributions?**

You can enroll in a commuter account or terminate at any time. You can also change your contribution amounts at any time.

### **What happens if I don't use all my funds at the end of the plan year?**

The money left in your account may be carried over into the next plan year, if you continue to participate in the plan.

### **Do I need to keep my receipts?**

Yes. A valid receipt should have the merchant name, date, amount of expense, and a description of the purchase for a transportation pass or parking. If you are not given a receipt, a signed claim form will be acceptable showing the amount of the expense that you incurred for that time period.

### **What happens to my account if I lose my job or quit?**

Participation in your commuter account is discontinued as of your last day of employment. Any remaining funds in your parking or mass transit accounts are forfeited per IRS guidelines. However, because you have a monthly contribution that can be stopped at any time, your balance naturally should be lower.

## **Questions?**

Contact Jamie Fazio 888-322-2524.