

Commuter Benefit Account

Frequently Asked Questions

Q. What is a Commuter Transit and Parking Reimbursement Plan?

A. This is an employer sponsored benefit that allows you to set aside pre-tax earnings from your paycheck to pay for work related mass transit and parking expenses.

Q. How do I benefit?

A. You will save 25-30% on these types of expenses by eliminating Federal, State and FICA taxes on your account contributions. Monthly contribution election will be withheld from pre-tax earnings.

Q. How much may I contribute to my account?

A. Maximum Contribution Amounts per month:

- Mass Transit \$255/month
- Parking \$255/month

*Rates are subject to change consistent with IRS Section 132(f) guidelines

Q: What is the maximum monthly amount I can spend from my account for eligible expenses?

A: The maximum you may reimburse yourself is the equivalent of the above IRS maximum, per month.

Q. What expenses qualify under this plan?

A. Mass Transit – Includes cost for any pass, token, fare card, voucher or other item that entitles you to use mass transit for the purpose of traveling to and from work. Examples include:

- Mass Transit – bus, subway, BART, train, ferry
- Vanpool costs

Parking – Includes costs for parking in a facility near your place of work or a location from where you take other transportation to work. For example, the cost of parking at a mass transit station.

Q. What If My Expenses Change?

A. You may change the amount of your pre-tax contribution each month. The change will become effective the first of the month following this election change.

Q. How Do I Request for Reimbursement?

A. Benefit Debit Cards are a convenient payment option at time of payment for Transit and Parking Plans. The debit card must be utilized for Mass Transit expenses (cash reimbursements are not permissible for Mass Transit). Otherwise, for Parking Plans, you may submit your itemized receipts with an Expense Reimbursement Request.

- Mail: Benefits Support Center, 1600 Riviera Ave, Ste 150, Walnut Creek, CA 94596
- Fax: 925.464.7553
- Online: Benefits Support Center www.payroll-us.com

Questions?

Please contact a Benefits Coordinator at 877.739.1574 or CustomerSupport@payroll-us.com

