

Transportation Benefits Overview

Now you can reduce your commuting expenses by taking advantage of Transportation Benefits. The IRS allows for certain transit and parking expenses to be deducted from your paycheck on a pre-tax basis. Because you do not pay income or FICA taxes on these expenses, you can SAVE BIG!

Transportation Benefits

Transportation Benefits allow you to use pre-tax payroll dollars to pay for your parking and transit expenses, potentially saving you \$1,368 or more each year (assuming a combined tax rate of 30%). Simply order your parking or transit pass online, and the entire amount of your purchase will be deducted from your paycheck. For tax years beginning January 1, 2014 the IRS allows up to \$130 a month pre-tax for transportation costs and up to \$250 a month for parking costs to be deducted pre-tax. Any amount beyond that becomes a post-tax deduction.

Account Advantages

- **Substantial Tax Advantages.** Reduce your taxes by the amount of transit and parking you purchase, subject to IRS limits. By participating in the benefit, you are giving yourself a raise! Try the SAVINGS CALCULATOR below to see how much you can save.
- **Simple Ordering Process.** Ordering transit and parking is as easy as 1,2,3. Simply log in to your online account, order your parking or transit passes or vouchers and they will be mailed directly to you, or if you elect, your parking provider will be paid directly. The total amount of your purchase will be deducted from your paycheck, with up to \$130 a month for transportation costs and up to \$250 a month for parking costs to be deducted on a pre-tax basis.
- **Multiple Uses.** Use for a number of your work-related transportation and parking expenses, including trains, buses, subways, ferries, vanpools and parking.
- **Wallet Wise and Environmentally Friendly.** Save money on gas while improving air quality and reducing energy consumption, automobile congestion and greenhouse gas emissions.

Savings Calculator

Eligible Transportation Expenses	Example	Your Expenses
Monthly Transportation Expenses (bicycle, bus, train, subway, ferry, or vanpool to work)	\$130	\$
Monthly Parking Expenses (parking for work or for transportation to work)	\$250	\$
Total Monthly Expenses	\$380	\$
Combined State, Federal and Social Security Tax Rate (25-33%)	X 0.30	X
Estimated Monthly Savings	= \$114.00	= \$
Estimated Yearly Savings	= \$1,368.00	= \$

Transportation & Parking Benefit Options

- **Transit Passes** - You may purchase a transit pass for a specific transportation vendor, such as subway, train or bus line. Passes are available from hundreds of transportation vendors. You can pick the exact pass you use every day to commute to work, and we will mail it directly to your home every month. Or you can choose to receive a check that you will then use to purchase your transit pass. Types of transit passes include:
 - **Standard Transit Pass** – This type of transit pass is a disposable pass that may be used to pay for transportation. If lost, this pass cannot be reissued and the value is gone.
 - **Smart Card Transit Pass** – This type of transit pass is reloaded electronically and can be replaced if lost. Not every transportation vendor offers a Smart Card.
- **Commuter Check Voucher for Transit** – Commuter Check Vouchers are redeemable for transit passes, tickets, cards, tokens and other fare media. The voucher is also accepted by participating vanpools. Vouchers may be used to purchase one or more types of transportation and you may use more than one voucher at a time. Change will not be given by the transportation provider, so be sure to order your check in the closest full dollar denomination to the charge. Commuter checks are valid for 15 months.
- **Direct Pay for Parking** – This option is for people with an existing relationship with a parking provider. With Direct Pay, the parking provider is paid directly on your behalf. It's a great choice for people who pay their parking on a monthly basis.
- **Commuter Check Vouchers for Parking** – Like the Commuter Check Vouchers for Transit, vouchers can be used to pay for eligible parking expenses. Vouchers may be used to purchase one or more types of parking, and you may use more than one check at a time. Change will not be given by the parking provider, so be sure to order your check in the closest full dollar denomination to the charge. Each Commuter Check Voucher for parking must be made payable to the Parking Operator. Commuter checks are valid for 15 months.
- **Cash Reimbursement for Parking** – This option is best for people who park on an occasional basis, use multiple parking lots, or use a parking provider that will not accept checks or third party payments. With Cash Reimbursement, you pay for your parking with personal funds then request reimbursement online. Be sure to keep your receipts.
- **Bicycle Commuter Benefit** – If your employer elects to offer this benefit, you can be subsidized \$20 a month for riding a bike to work. To qualify you must ride your bike for a substantial portion of your commute, accept only the \$20 for biking (note: you CANNOT accept both bike and transit benefits in the same month) and use the money only for a bicycle, bicycle maintenance, repair or storage.



Ordering: Where to Begin

Log in to your online account at www.connectyourcare.com. If you have not registered before, follow instructions to set your user name and password. Click on **Transportation Benefits** in your participant portal to land on the Transit and Parking Home Page.

Follow instructions in this guide to complete your specific order. Please keep in mind that you must place your order by the 10th of the month for the following month. Orders received by the 10th of the month are processed and mailed no later than the 23rd of that month. Example: Passes ordered by June 10th are for July and are mailed no later than June 23rd.

Placing a Transit Pass Order

- 1) Click on the Place an Order tab from the header menu. Select “Transit” or “Vanpool.” If applicable, select the starting and ending stations.
- 2) Products you ordered in the previous month will be displayed on the left hand side. Just click on the button next to your product if you wish to order the same product again.
- 3) To the right is a list of transit close to your home based on your home zip code. Just click on the button next to the transit authority of your choice. If you do not see your transit agency, remove the zip code and type in the name of your transit agency in the text box above or click on the link below the Search button: “Can’t find your provider?”
- 4) Select your “Transit Provider.”
- 5) Now select your “Transit Product.” If you need additional information, a link to your “Transit Authority” is provided above the product list.
- 6) Confirm your selection, set your recurring options and click Checkout. Review your order for accuracy and click Place Order. You will need to check the disclaimer box before proceeding with your order.

Placing a Smart Card Transit or Parking Direct Pay Order

To place a Smart Card transit or parking direct pay order, follow the same steps as the standard Transit Order, then enter the additional required information detailed below.

- Detailed information from your “Transit Provider” will be displayed prior to selecting the card option. After you have read the instructions regarding your card, select your option.
- Provide required information including the amount you want added to your card and your account number.
- If information was not entered correctly, you will not be able to continue. A message will display telling you what needs to be corrected. When corrected, click Checkout to proceed.

Confirm your selection, set your recurring options to automate future purchases and review your order for accuracy. If you use one of the cards listed below, you must obtain the card directly from the transportation authority or participating retail outlet first, then log in to your online account to add funds to the card. You will need your smart card account number.

PRODUCT DETAILS

Select a transit product from the list below

Transit Authority:	METRA
Transit Authority URL:	www.metro.com
Transit Authority Description:	
Your Transit Authority's Rating:	N/A

Select Product | Product Name

- Monthly CharlieCard LinkPass**
The CharlieCard LinkPass is a plastic, reusable, rechargeable transitcard that will be sent to you for your first order. The Monthly LinkPass will be automatically loaded to your CharlieCard, but for your card on the card target at fare gates at on-board vehicles and the system will allow you unlimited travel on Subways and Local Bus for the entire month. Future orders will be loaded to the same card you originally received through the program.
- Monthly CharlieCard Local Bus Pass**
The CharlieCard Local Bus Pass is a plastic, reusable, rechargeable transitcard that will be sent to you for your first order. The Monthly Local Bus pass will be automatically loaded to your CharlieCard, but for your card on the card target at fare gates at on-board vehicles and the system will allow you unlimited travel on Local Bus, Silver Line Washington St., and all local portions of Express Buses 170, 281, 354, 395, 424, 425, 426, 427, 441, 442, 443, 449, 450, 451, 452, 453, 454, 455, 504, 505, 506, 507 for the entire month. Future orders will be loaded to the same card you originally received through the program.
- 10-Ride Link Pass Zone 1
- 10-Ride Link Pass Zone 1A
- 10-Ride Link Pass Zone 2
- 10-Ride Link Pass Zone 3
- 10-Ride Link Pass Zone 4

Back

Chicago: Chicago Card Plus • Washington DC: SmarTrip • Clipper Card (formerly TransLink)

Placing a Commuter Check Voucher For Transit Order

- Mouse over “Place An Order” to get started, and select Transit or Vanpool. A list of transit providers based on your home zip code will be displayed on the right.
- Select **Commuter Check Voucher** as your “Transit Product.” If you need additional information, a link to your “Transit Authority” is provided above the product list.
- Enter the quantity and denomination of Commuter Checks needed to pay your provider.
- Set your recurring options and click **Checkout**.
- Review your order and click **Place Order**.

The screenshot shows a web form titled "Commuter Check Voucher". Under "Your Order", it lists "Provider: Commuter Check Voucher" and "Product: Commuter Check Voucher". Below this, it specifies "Min Value: \$10.00", "Max Value: \$245.00", and "Max Quantity Per Denomination: 10". A table allows users to enter "Voucher Amount" (with a dropdown for \$10, \$20, \$30, \$40, \$50) and "Quantity". A "Subtotal" field is at the bottom of the table. At the bottom of the form, there is a question "Would you like to receive this order for multiple months?" with "Yes" and "No" radio buttons. Three buttons are at the bottom: "Cancel", "Continue Shopping", and "Checkout".

Direct Pay Parking Order Process

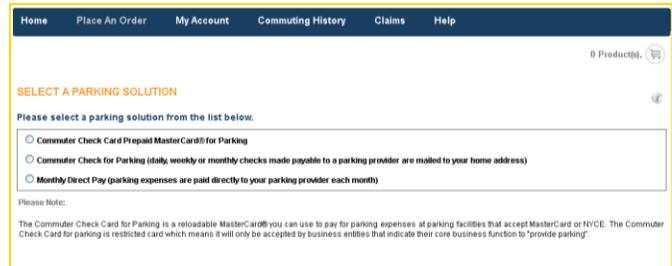
IMPORTANT: You must have an existing relationship with a parking provider in order to use this option. Please keep in mind you will need to have your Parking Operator name and location, and Parking Account Number handy when placing your order online.

- Mouse over “Place an Order” and select Parking to get started and select the Direct Pay option.
- A map will show parking garages marked with red pins within a 10 mile radius of your office address. You may increase the radius to see more options or select “Can’t find my Parking Provider” at the bottom of the page and enter the name of your parking garage.
- Most Providers are updated within 1 to 2 weeks of submitting request, and email notification is issued to the employee to update on the status of the request.
- Select your parking provider from the list. Please note, the parking lots displayed in the list are physical lot locations, not billing addresses.
- Once you have selected a provider, check the information to confirm that your parking provider details are correct.
- Enter the amount to be paid to your Parking Provider and your account number. Check the acknowledgement box.
- Set your recurring options to automate future purchases and click **Checkout**.
- Review order accuracy, check the disclaimer box and click Place Order. Your order is now complete and will be processed on the next cutoff date.

The screenshot shows a "SEARCH FOR A PARKING PROVIDER" interface. It includes a form for "Client Address" with fields for "City", "State", and "Zip Code", and a "Search Radius" dropdown set to "10 Miles". Below the form is a map of Cambridge, MA, with several red pins indicating parking locations. Under the map is a "Provider Lists" section with three cards for "AU BOB PAIR PARKING". Each card displays the provider's name, address (1100 Massachusetts Avenue, Cambridge, MA 02138), phone number (617-452-7693), email (e.g., au@pairparking.com), parking rates, and monthly fees. A "Payment Accepted" section shows "Distance: 0.5 Miles" and a link to "MORE INFO". At the bottom, there is a note: "You can't find your provider? Create Order With New Provider".

Placing a Commuter Check Card for Parking Order

- Mouse over “Place an Order” to get started, and select Parking. Select the Commuter Check Card for Parking option.
- Enter the amount you want to load on the card.
- You will also be asked to enter the last 4 digits of your home phone number and set a notable date. This information will be used for account verification when calling into Customer Support.
- Set your recurring options and click Checkout.
- Review your order and click **Place Order**.
- Your order is now complete and will be processed on the next cutoff date.



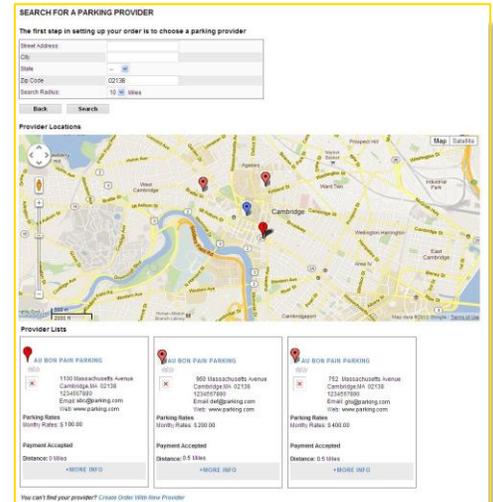
Placing a Commuter Check for Parking Order:

- Mouse over “Place an Order” and select Parking to get started.
- Select the Commuter Check for Parking Option.
- A map will show parking garages marked with red pins within a 10 mile radius of your office address.
- Select your parking provider from the list and enter the quantity and denomination of vouchers you would like.
- Set your recurring options to automate future purchases and click **Checkout**.
- Review order accuracy, check the disclaimer box and click **Place Order**. Your order is now complete and will be processed on the next cutoff date.



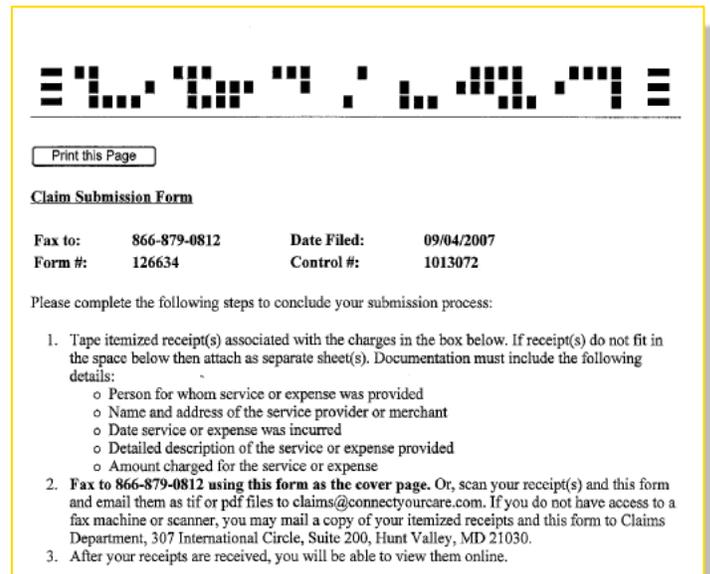
Enrolling in Parking Cash Reimbursement:

- Mouse over “Place an Order” and select Parking to get started.
- Select Enroll in Cash Reimbursement.
- A map will show parking garages marked with red pins within a 10 mile radius of your office address.
- Select your parking provider from the list. Enter the amount you would like to be set aside to reimburse for qualified parking expenses. The amount cannot exceed the IRS Pre-Tax limit.
- Set your recurring options to automate future purchases and click Enroll.
- Review order accuracy, check the disclaimer box and click Place Order. Your order is now complete and will be processed on the next cutoff date.



How to File Parking Cash Reimbursement Claims:

- First, you must follow the instructions above to enroll in Parking Cash Reimbursement.
- Next, you must log into your ConnectYourCare online account by signing in with your user name and password.
- Once in your account, click on Add New Claim from the left-hand menu (DO NOT click on Transportation Benefits).
- Follow the four easy steps on the screen to enter information about your claim. Continue through the screens, and select Parking Reimbursement Account under “Transportation Related” in the “Service Type” dropdown.
- Once you finish filling out the necessary information, click on the Claim Submission Form icon.
- Print the Claims Submission Form to use as your cover sheet, and then submit receipts via fax or using the online documentation upload process.



Print this Page

Claim Submission Form

Fax to: 866-879-0812 **Date Filed:** 09/04/2007
Form #: 126634 **Control #:** 1013072

Please complete the following steps to conclude your submission process:

1. Tape itemized receipt(s) associated with the charges in the box below. If receipt(s) do not fit in the space below then attach as separate sheet(s). Documentation must include the following details:
 - o Person for whom service or expense was provided
 - o Name and address of the service provider or merchant
 - o Date service or expense was incurred
 - o Detailed description of the service or expense provided
 - o Amount charged for the service or expense
2. Fax to 866-879-0812 using this form as the cover page. Or, scan your receipt(s) and this form and email them as tif or pdf files to claims@connectyourcare.com. If you do not have access to a fax machine or scanner, you may mail a copy of your itemized receipts and this form to Claims Department, 307 International Circle, Suite 200, Hunt Valley, MD 21030.
3. After your receipts are received, you will be able to view them online.

Frequently Asked Questions

How does this benefit work?

There is no need to complete any enrollment forms. Simply log in to your online account, order your transit or parking and your passes or vouchers will be mailed directly to you, or if you elect, your parking provider will be paid directly. Your purchase will be deducted automatically from your paycheck.

How does the pre-tax payroll deduction work?

The amount that you spend on transit or parking can be paid for with pre-tax money. When you order transit and parking online, the value of your order is automatically deducted from your paycheck. Your yearly taxable income is reduced by the amount of your purchase. As of November 1, 2013 the IRS allows up to \$130 a month pre-tax for transportation costs and up to \$250 a month pre-tax for parking costs. Any amount beyond that becomes a post-tax deduction.

Assuming a combined tax rate of 30%, if you spend \$130 on transportation and \$250 on parking each month, you can save \$1,368 per year. That's like getting more than 3 and a half months for free!

How can I make changes to my information?

- To cancel or amend an order, go to the homepage, by clicking "home" if you are already in the Transportation Benefits section. If you are in the ConnectYourCare section of your online account, click on **Transportation Benefits**. Existing orders are visible on the homepage. You can edit or delete your order from here by clicking on one of the icons to the right of your cart.
- To remove an existing order, click the "X." Changes to an upcoming benefit month's order **MUST** be made by the 10th of the month.
- To change your Commuter or Parking Benefits Information, select **the Pencil icon**. Please note, by turning the Recurring Setting off you are **NOT** removing any products currently in your cart. If you no longer wish to place an order, please just delete your cart.
- To change Personal Account Information, log in to the participant portal and change information accordingly.

What is cutoff date for ordering transit and parking passes?

You must place your order by the 10th of the month for the following month. Orders received by the 10th of the month are processed and mailed no later than the 23rd of that month. Example: Passes ordered by June 10th are for July and are mailed no later than June 23rd.

Can I order the exact pass that I use now?

Absolutely, we offer more than 100,000 different types of transportation and parking benefits. Most likely, we have exactly what you need for your transit or parking provider. If you don't see what you need, contact us and we'll add it for you.

Do I have to remember to place my order each month?

You can set your order up as recurring, meaning that we'll automatically process it each month until you notify us otherwise. We can also send you an email each month reminding you that you have an order in the system, and prompting you to re-enter the site if you need to make a change.

What expenses can be purchased pre-tax?

Eligible expenses include public transportation used for your transit to work and many parking expenses. Only your work transportation expenses are eligible. You may not use this benefit for your spouse's or dependents' transportation expenses. Below are some examples of qualified and unqualified expenses.

Eligible Transit Expenses:

- Buses
- Bicycle
- Trains & subways
- Ferries
- Vanpools
- Commuter highway vehicles

Eligible Parking Expenses

- Parking at or near your place of employment
- Parking at a location from which you commute to work

Ineligible Transit and Parking Expenses

- Bridge tolls
- Highway tolls
- Expenses for someone other than you