



Parking and Transit Frequently Asked Questions

What is Pre-Tax Parking or Transportation? It is an account you can elect to contribute to on a pre-tax basis to pay for parking or transit expenses. The parking must be on or near work facilities or near a location from which you commute to work. If the parking is on or near your residence, it will not be treated as qualified parking. Transit are for expenses incurred while commuting to and from work. The mass transit expenses are for travel within a vehicle that carries six or more passengers.

How much can I have deducted from my paycheck? The Internal Revenue Service regulates the amount that can be contributed to the Plan.

What happens to any money I do not use? Any unused money will automatically be rolled over each month. It can be used for future claims, as long as you do not exceed the IRS monthly maximum. **If, at the end of the plan year, you have funds remaining in your account, these monies will be transferred to your new plan year.

What is the deadline for submitting claims? Your Employer establishes the time frame for submitting claims for reimbursement.

How long do I have to submit expenses for the month? Your Employer establishes the date in which claims are to be submitted for monthly expenses. The IRS establishes that claims must be submitted by a certain time frame.

How is the Plan Administered?

When expenses are incurred, claims can be submitted for reimbursement for Parking only by completing a claim online (<https://myplans.cbiz.com>), fax or mail to CBIZ Flex. The debit card must be used for Transit expenses.

Can I use my card to purchase transit passes at a grocery store or drug store?

No, you cannot. These retailers have a merchant code for pharmacy or grocery and the card will reject the pass as an ineligible expense.

What happens to my funds when my employment terminates?

When your employment with your current employer ends, you'll lose access to your current commuter benefits account and any remaining funds on the official date of your termination. Any unused commuter benefits funds will be returned to the company. Per IRS regulations, your employer can't refund your used funds back to you.