

Section 132(f) Qualified Transportation/Parking Fringe Benefit Program Description

General Provisions:

1. The Qualified Transportation/Parking Fringe Benefit Program (QTFB) for CBIZ employees is sponsored by CBIZ. The Plan Administrator is CBIZ Flex.
2. In the case of any disputes over plan specification, the participant should first work through the local Human Resources (HR) Representative and CBIZ Flex. If no resolution is achieved, Corporate HR should be notified.
3. This program description does not document any material changes in the plan provisions established at the plans inception of January 2001. However, this description is intended to document the complete policy surrounding this benefit.
4. This program is not subject to ERISA provisions and therefore does not require a formal Plan Document or Summary Plan Description.
5. The program description will be posted on the CBIZ ESC Site (www.cbizesc.com) under Plan Documents and Transportation Section 132(f) Plan.
6. This program is in some ways similar to the CBIZ Section 125 Cafeteria Plan and in some ways very different. The participant should not rely on policies or statements governing the Section 125 Plan to understand and make full use of this program.
7. Full-time associates (as defined in the HR Policy & Procedure manual) may elect to direct a portion of their salary per paycheck into individual accounts to provide reimbursement to the employee for certain qualified commuting and parking expenses incurred in commuting to work.
8. A participant is not taxed on amounts allocated to the account(s) and used for qualified expense reimbursement(s).
9. As the employee incurs qualified transportation and parking expenses during the year, the participant makes a claim for reimbursement which then reduces the amount in the individuals' pre-tax Transit and/or Parking account.
10. Neither a salary reduction amount, nor a monthly claim amount, can exceed the monthly statutory limit. The limits are established by the IRS annually; please contact local HR and CBIZ Flex for yearly maximums.
11. Under the provisions of the Internal Revenue Service Tax Code Section 132f, employers can only provide the Qualified Transportation and Parking to employees. Common law employees and corporate officers are eligible. However, sole proprietors, partner, independent contractors, and over 2% shareholders of S-corporations are not eligible.
12. "Qualified expenses" include: payments for use of mass transit and for parking.
13. Separate reimbursement accounts are maintained for each participant and for each category, mass transit and parking.
14. Funds may not be co-mingled or transferred between accounts.
15. Elections for the QTFB Plan are made on a month-to-month basis, i.e. the participant may change participation as often as monthly. However, once the benefit month has begun, the participant cannot change or revoke their election at any time during the benefit month.
16. The election must be made prior to the date the individual has access to the compensation.
17. Any amounts remaining in the account at the end of the month are rolled over into the subsequent month (and subsequent year) as long as the associate continues participation. (See also the Procedures section for details regarding the year-end rollover process.)

Enrollment:

1. Initial enrollment is achieved as a result of completing an election form.
2. The CBIZ Qualified Transportation Election Form is available to print at the CBIZ ESC Site (www.cbizesc.com) under Forms and Qualified Transportation Plan.
3. Upon completion, the associate must sign, date and submit the form to their local HR Representative who will forward to their Payroll Specialist and CBIZ Flex.

Election/Participation Changes:

1. The initial monthly election will be carried over on a monthly basis, unless the participant initiates a change.
2. To stop or change the election amount to be deducted from each pay, the associate must complete a CBIZ Qualified Transportation Election Form. Upon completion, the associate should sign, date and submit the form to their local HR Representative who will forward to their Payroll Specialist and CBIZ Flex.
3. The requested change will become effective as soon as administratively possible and is applicable to payroll deadlines.
4. As long as a balance remains in an active employee's account, the associate is still considered a participant.

Procedures:

1. The associate must submit a Qualified Transportation/Parking claim form in order to obtain reimbursement. Receipts for any expense must accompany the claim form. Claim forms are located on the CBIZ ESC Site (www.cbizesc.com). Claim forms should be completed and faxed or mailed to the Plan Administrator: CBIZ Flex.
2. Associates are reimbursed for claims up to the amount they have in their Qualified Transportation/Parking Accounts at the time the claim is made (not to exceed the IRS statutory limit).
3. Claims must be submitted by the earlier of two deadlines: (1) within one year of the date of the expense, or (2) by the year-end rollover date. Participants are notified of the year end process and applicable deadlines for filing previous year's claims.
4. Unclaimed funds for a participant may be carried over into the following year, however they will be made available only after the official rollover process has occurred.
5. Live reimbursement checks and/or direct deposits are processed weekly and mailed to the participant's home address.
6. The company may reduce or cancel a compensation reduction or otherwise modify a compensation reduction agreement if necessary to satisfy certain provisions of the Internal Revenue Code.
7. Upon termination, the participant has 90 days to file claims with service dates up to and including date of termination. Funds remaining in their account(s) after 90 days will be forfeited and cannot be returned to the participant. Per IRS regulations, the funds are forfeited to the plan.

Mass Transit:

1. The monthly maximum is subject to change annually per the IRS, effective January 1.
2. Mass transit is a bus, commuter vehicle, ferry, subway or train.
3. Qualified Mass Transit expenses include the cost of any pass, token, fare, card, voucher, or other item that entitles the associate to use mass transit for traveling to or from his/her place of work.

4. Receipts from the transit authority must accompany the reimbursement form or payment will not be made.
5. The transit benefit must be provided after the date of election.
6. Vanpooling expenses are eligible, but only if the transportation is to and from work and in a “commuter highway vehicle”.

7. A “commuter highway vehicle” is a highway vehicle: *with seating capacity of six or more adults (not including the driver), in which the number of associates carried make up at least one-half of the adult seating capacity of such vehicle (not including the driver); and in which it is reasonable to expect at least 80% of the mileage will be used for purposes of transportation of associates between work and residences.*

Parking:

1. The monthly maximum is subject to change annually per the IRS, effective January 1.
2. Parking expenses that can be paid with pre-tax dollars include the cost of parking a vehicle in a facility that is near the associate’s place of work or; parking at a location from where the associate commutes to work (e.g., the cost of parking in a lot or train station so the associate can continue his/her commute on the train).
3. Parking near the participant’s home does not qualify for tax-free treatment.
4. Parking expenses that are payroll deducted, and paid directly to the leasing agent by the employer, are not required to run through the reimbursement cycle. Rather, the employee contribution to parking expenses can be payroll deducted on a pre-tax, recurring monthly basis with no additional proof of claim. The participant should contact the Corporate HR Department to arrange a direct-pay arrangement for parking.

EFFECTIVE DATE: **2008**

REVISED: **November 2017**