

Parking and Transit FSAs

This program is similar to the Flexible Spending Account program in that it allows you to set aside pretax dollars for the reimbursement of qualifying transportation and parking expenses you incur while commuting to and from work. Questions about this program may be directed to the administrator, CBIZ, at 800-815-3023 ext. 4.

- **Qualified Transportation Account:** Qualifying expenses include mass transit costs incurred for commuting to and from work including rail, bus, subway and ferry. Van Pooling expenses may qualify provided the van is primarily used as a commuting vehicle and has seating capacity for at least 6 adults not including the driver. You may set aside up to \$265 per month for qualifying transportation expenses.
- **Qualified Parking Account:** Qualifying expenses include costs incurred for parking on or near the business premises of the employer or on or near a location from which the employee commutes to work by mass transit. You may not use this account for parking expenses at your home. You may set aside up to \$265 per month for qualifying parking expenses.

Transit and Parking Enrollment, Changes and Reimbursements

- **ENROLLMENT:** You may enroll in the Transportation/Parking Reimbursement Account in Workday.
- **CHANGES:** A Transportation/Parking Reimbursement Account participant may change his or her deduction amount as often as monthly.
- **CLAIMS:** Participants are required to use their CBIZ debit card for authorized purchases. This card will be loaded with your balance after each payroll deposit.
- **EXCESS BALANCES:** If you should begin to accumulate an excess balance in your account, you may want to consider changing your deduction amount in order to use up any excess funds in the account.