

# Welcome to Transit & Parking Commuter Programs

**The Parking and Transit Commuter programs allow you to set aside up to a maximum of \$315\* per month (\$3,780\* per year) for the employee's qualified transportation, commuter parking and/or transit expenses (no tolls).**

Your Transit & Parking Program offers a Benefits Card that will be funded after your payroll deductions have been taken from your check and subsequently posted to your account the following week.

## **TRANSIT PLAN:**

Eligible mass-transit expenses (subway, bus, train, commuter boat, and vanpool service, such as Uber Pool & Lyft Shared) allow for pre-tax benefits for the employee's commute to/from work (\*excluding tolls).

## **PARKING PLAN:**

Eligible parking expenses allow for pre-tax benefits for the employee who has to pay to park on or near the employers location from which the employee commutes to work using mass transit, commuter highway vehicles, or carpools. It does not include parking at or near the employee's home.

## **HOW THE PLAN WORKS:**

You can pay for eligible expenses under the program(s) you signed up for provided there are funds available. You can either submit a claim online or send us a claim or new Transit and Parking plan enrollees will be sent **2 benefit cards** by mail that can be used at most transit and parking points of purchase. *(Current FSA participants will continue to use existing card if you enroll.)*

Simply swipe your Card and the amount of your eligible expense will be deducted from your account provided there are funds available. Your card will be loaded with funds after they are deducted from your paycheck, sent to Cafeteria Plan Advisors and posted to your account. This cannot happen until after you receive the paycheck so it is typically the following week that funds are available.

Expenses not paid by card may be submitted with a claim either logging in online or through your mobile phone or submitting a manual claim form for reimbursement.

## **FSA Rules & Regulations**



You can elect up to the IRS max – \*currently \$315 per month (\$3,780 per year).

If your parking and/or transit needs change, you have the flexibility to reduce or increase your future monthly election

## **Track Your Account & File Claims**



Log in to your account at: [www.cpa125.com](http://www.cpa125.com) or download our app: "CPA Flex Mobile" to see your account activity and/or to file a claim



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