



## FSA Commuter Benefit

### Pre-Tax Transportation and Parking Flexible Spending Account (FSA)

#### How the PlanSource Transportation/Parking Plan work

- Your commuter balances will be based on what has been deducted from your pay.
- The pre-tax dollars you set aside can be used to pay for parking as well as commute-to-work expenses such as train, subway, bus, ferry and eligible vanpool as part of your daily commute.
- The maximum pre-tax monthly contribution for the transit and parking is \$270 per month for each. Any amount elected over \$270 per month will be taxed.
- Methods of payment include-
  - PlanSource-issued debit card- You can only use what has been loaded onto the card.
  - Online- Filling out a reimbursement claim form and providing the receipts to document the expense.
- As long as the transit vendor is an eligible vendor, you can set up your card to receive passes from your respective city/local vendor.
- If you work in Washington DC and participate in the transit/ parking plan, the debit card will not work. You will need to pay for the expenses and then submit a reimbursement claim form.
- Elections can be changed month-to-month in the PlanSource system.
- PlanSource will handle the reimbursement of any claims incurred. You have until 1/31/2020 to submit any 2019 claims.
- Any unused funds will roll over into the next month. Funds also roll over from year to year, until the plan itself is canceled. "Use it or lose it" rules do not apply to commuter benefits.
- Terminated employees should submit manual claims to PlanSource until the run-out period. Terminated employees have 90 days from the effective date of termination to use remaining funds in their account.