



Commuter Benefit Plans

Transit Reimbursement Accounts

What Are They?

A Transit Reimbursement Account is an account that an employee sets up with HRC Total Solutions (HRCTS) for expenses related to commuting to and from work. It enables you to put money into the account on a pretax basis from your paycheck. In order for the expense to be eligible it needs to be incurred on a mass transit system, I.E., a commuter rail, bus transportation, or other public/private commuter system. When you draw the money out, you do not pay tax on the amount you withdraw.

How Much Can I Put Into My Account?

The maximum amount you can put into the account and be reimbursed for is \$255 per month. You cannot be reimbursed for eligible expenses incurred above the amount of \$255 per month on a pretax basis. The limit applies to the date the eligible expense is incurred, not the date billed or paid. (If you live in the State of MA only \$130 is eligible to be pretax under the state taxes however the full \$255 is still eligible to be pretax for Federal taxes)

Parking Reimbursement Accounts

What Are They?

A Parking Reimbursement Account is an account that an employee sets up with HRCTS for expenses related to parking associated with going to work. It enables you to put money into the account, on a pretax basis from your paycheck. In order for the expense to be eligible it needs to be for a garage you park at near your work or where you park to access a public transportation system. When you draw the money out, you do not pay tax on the amount you withdraw.

How Much Can I Put Into My Account?

The maximum amount you can put into the account and be reimbursed for is \$255 per month. You cannot be reimbursed for eligible expenses incurred above the amount of \$255 per month on a pretax basis. The limit applies to the date the eligible expense is incurred, not the date billed or paid.

Accessing Your Funds

1. You can use the Visa card you received from HRCTS after you enrolled. To use the Visa card, simply present it at the parking or transit facility you use if they accept credit card payments. You can use your card for only the amount you have in your account.
 - o Funds are deposited into your account on a per payroll basis. You can withdraw your funds throughout the plan year, but only up to the account balance at the time of withdrawal.
2. For **Parking accounts only** or for specific situations where a Transit provider does not accept a Visa Card: You can submit a claim online (parking only), mail it, fax it, or drop the claim off to HRCTS. Claims must be submitted within 180 days of the date of service and within 90 days of the plan year ending.