

# How to Enroll in Commuter Benefits



### Step by Step Guide to Enrolling in a Commuter Benefit HOW DO LENROLL IN A COMMUTER BENEFIT?

First, navigate to the Flexible spending and reimbursement accounts summary page and select any eligible transit or parking commuter benefit (red box).

Transit

Eligible benefit Enroll

Post Tax Transit 2022

Eligible benefit Enroll

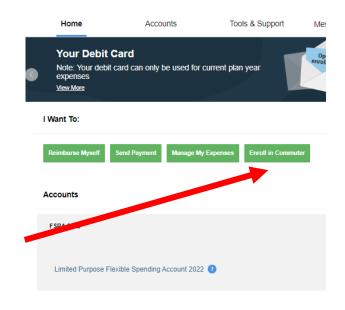
Parking

Account balance \$0.00

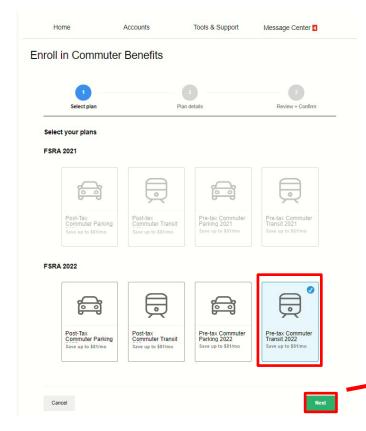
Post Tax Parking 2022

Eligible benefit Enroll

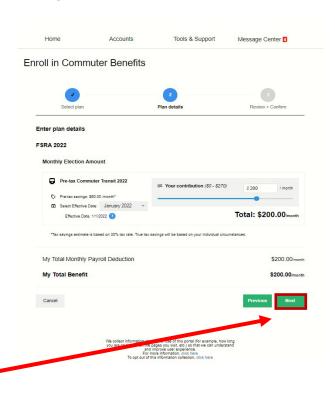
Begin the enrollment process by selecting the "Enroll in Commuter" button.

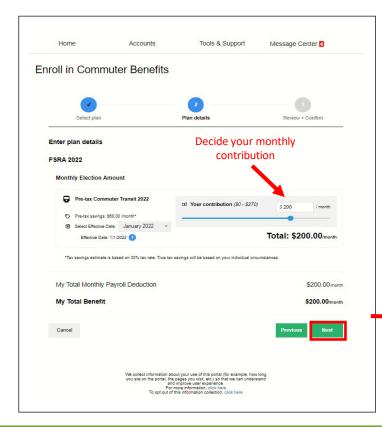


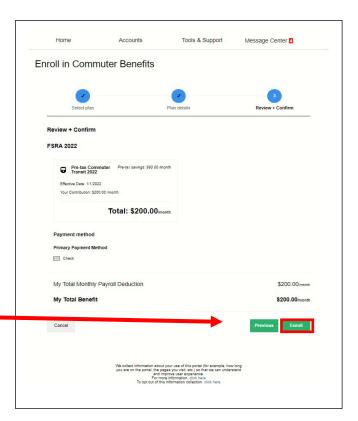
Choose your Commuter plans and continue by clicking "next".



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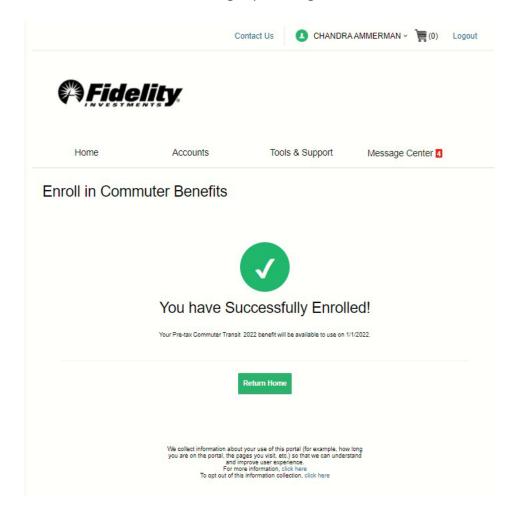






### **Enrollment Complete.**

You will return to the Home Page by selecting the "Return Home" button.



#### **ELECTIONS AND SPENDING**

The Internal Revenue Service (IRS) sets maximum monthly pre-tax deduction, and it is typically adjusted annually; these limits reflect the maximum monthly limit that may be excluded from an employee's income for qualified commuter benefits.

- Unused amounts can be carried over
- Funds are available based on your payroll deduction cycle.
- The employee can track account activity on NetBenefits.com

## HOW THE NETBENEFITS COMMUTERCARD® WORKS WITH COMMUTER BENEFITS

The NetBenefits CommuterCard® maintains separate accounts or "purses" of pre- and post-tax money for parking and transit directing the card transaction to the appropriate purse based on the Merchant Category Code (MCC) at the point of sale. The card cannot be used at alternative outlets, such as restaurants and grocery stores.

The amount of available funds on the card must cover the entire mass transit or parking expense or the transaction will be declined. You may split the cost by swiping your card for the exact available amount and then pay for the remaining amount with an alternate form of payment.

The NetBenefits CommuterCard® can be used for mass transit passes, tokens or fare cards purchased at a valid transit fare terminal with a valid transit election. The card helps with parking expenses for any type of vehicle at or near your work location or at or near a location from which you commute using mass transit.



