

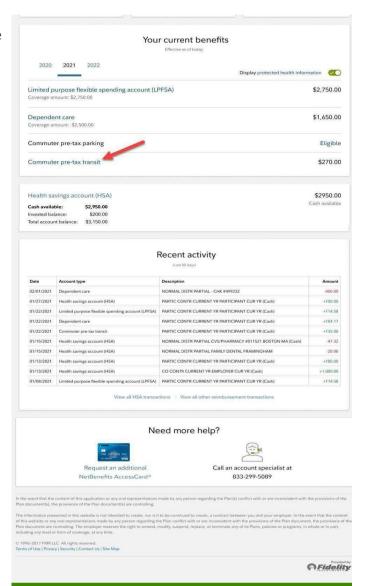
How to Update Commuter Enrollment



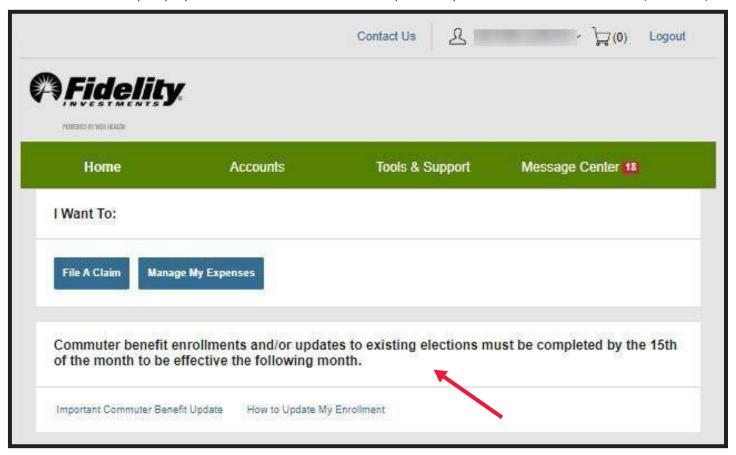
Updating a Commuter Benefit Election Amount

HOW DO I UPDATE MY ELECTION AMOUNT?

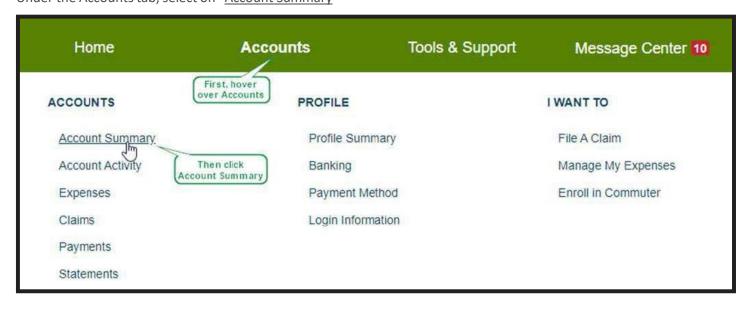
Once you are on the Flexible spending and reimbursement accounts summary page, select any commuter benefit you are enrolled in by selecting the benefit name (red arrow).



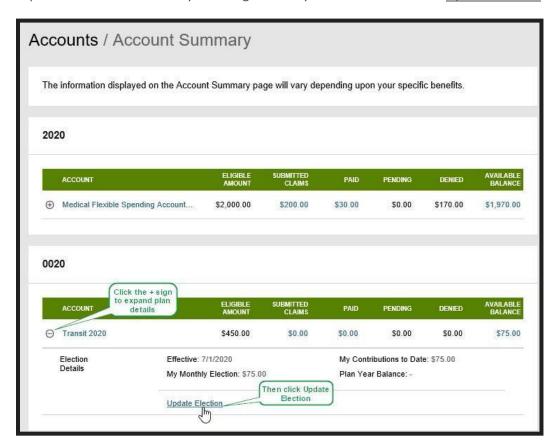
Please be aware of any employer commuter benefit information specific to your account in the banner area (red arrow).



Under the Accounts tab, select on "Account Summary"



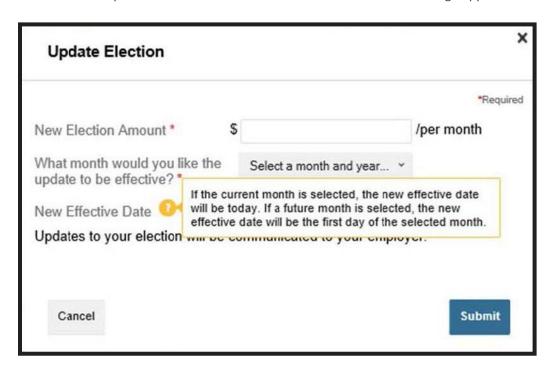
Expand the Account details by selecting the "+" symbol. Then select the "Update Election" link.



Enter the new election amount and select the month you'd like the new election to be effective.



Hover over the question mark next to New Effective Date and this message appears:



WHY AM I UNABLE TO UPDATE MY ELECTION?

You may encounter a situation in which you can't update your election online.



In the following example, the new election amount has an effective date that is set for a future date. This screenshot was taken on 7/30/20. Since the new effective date is 8/1/20, you will need to wait until 8/1/2020 to update your election online.



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 <u>NetBenefits</u>
- Call the Fidelity Flexible Spending and Reimbursement Accounts Services line if you have questions, 833-299-5089

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.



