

Parking & Transit Accounts FAQ

What is a qualified mass transit expense?

Qualified expenses include transit passes, tokens, fare cards, vouchers, or similar items entitling you to ride a mass transit vehicle to or from work. The mass transit vehicle may be publicly or privately operated and includes bus, rail, or ferry.

What qualifies as van-pooling?

Van-pooling is not to be confused with carpooling. Van-pooling requires a commuter highway vehicle with a seating capacity of at least 7 adults, including the driver. At least 80 percent of the vehicle mileage must be for transporting employees between their homes and workplace with employees occupying at least one-half of the vehicle's seats (not including the driver's seat).

What is a qualified parking expense?

Get reimbursed for parking expenses incurred at or near our work location or a location from which you continue your commute to work by carpool, van-pool or mass transit. Out-of-pocket parking fees for parking meters, garage and lots qualify. Parking at or near your home is not an eligible expense.

Can I use my transit account for commuting expenses like tolls and gas?

No. Benefits may not be used for tolls, gas, mileage or other personal commuting expenses.

Can I use my transit account to pay for business or personal travel expenses?

No. You may use transit account funds to pay for your regular commute between your home and office on mass transit or vanpools.

Whose transit expenses are covered?

Qualified expenses include those incurred for your transportation between your residence and worksite. Expenses for your spouse or dependents are not eligible

Is there a limit to how much I can contribute?

Yes. Monthly limits are set by the IRS. Currently, the contributions for transit are limited to \$300 per month and \$300 per month for parking. Any monthly expenses about these limits cannot be exempt from taxes and cannot be applied to future months.

How does it work?

You authorize your employer to deduct a pre-tax amount for parking and/or van-pooling/transit from each paycheck, up to the IRS limits stated above. You pay for the qualified transportation out of pocket and then file a claim for reimbursement.

Can I change my election?

Yes. You can make adjustments to your contribution, join, or terminate plan participation at any time. Changes made throughout the year will be effective the 1st of the month following the enrollment date.

What happens if I don't use all of my funds at the end of the plan year?

The money left in your account may be carried over into the next plan year. Unused funds can only be rolled over if you continue to participate in the plan for the subsequent plan year. You are still capped at the IRS defined monthly limits, so you may need to reduce your 'max' contribution in order to ever use rollover funds.

Do I need to keep my receipts?

Yes. A valid receipt should have the merchant name, date, amount of expense and a description of the purchase for a transportation pass or parking.