



Transit & Parking Reimbursement Accounts

- **Enroll online**
Go to the FSA account, and you will find the Transit and Parking Accounts. Please be aware these are two separate accounts. If you are enrolling in the High Deductible Health Plan (HDHP), you will find the Transit and Parking enrollment under Limited Purpose FSA (LPFSA).
- **Election**
You will need to make an annual election. Take your monthly amount, multiply by 12, and this will be your annual election for 2015. An annual election amount is required for both the Transit Account and Parking Account.
- **Election Changes**
You are allowed to make changes at the beginning of any month. Let your Payroll/Benefit/Human Resource Staff know you wish to add/drop/change your election for the upcoming month.
- **Payroll Deductions**
Your annual election will be divided by the number of pay periods within your plan. These amounts will be deducted from each pay check equally. As funds are deducted from your pay check, they will be applied toward your account.
- **Purchasing your Pass or Paying for Parking**
You may use your debit card to purchase your transit and/or parking needs, or submit a claim via mobile app, fax or mail. The amount available will equal your monthly deductions, as well as funds that roll forward. When you use your debit card, please be certain to check your balance. **Note:** passes will no longer be sent to the vendor. If passes are mailed, you will need to have them come directly to your home address.
- **2014 Passes**
Continue to use the current method of purchasing for the remainder of 2014. Your December, 2014 order will be used to purchase your January, 2015 pass.
- **Pay Me Back Funds**
Funds remaining in your account through either Commuter or Pay Me Back will be transferred to TASC mid-January. Once this is completed, you will have access to the funds. Additional information will be sent regarding balances remaining in any Pay Me Back account after 12/31/2014.