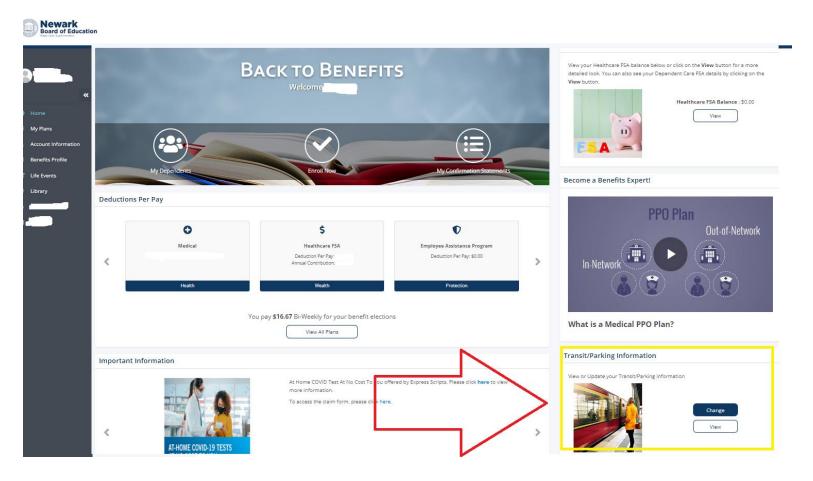
# Commuter Program: Transit / Parking

One off change to enroll, increase, decrease, or stop deductions under the Commuter program, please visit your Benefits Portal at <u>www.NBOEbenefits.com</u>. Signing in using your school credentials. On the right-hand side of the screen click on the Transit/Parking Information tab (see below) > Change> follow the prompts.

Note, depending on when you make your elections, it will apply within the next two pay periods.



## The system will prompt you to the next screen:

A / Transit Vouchers

## Commuter | Plan Information

Commuter benefits are similar to the pre-tax reimbursement accounts available for medical expenses and child/elder day care. One important difference is the commuter benefits do not include a "use-it-or-lose-it" penalty.



O View Plan Info

#### Qualified mass transit expenses include:

Commuter expenses that can be paid with pre-tax dollars including passes for mass transportation to and from work. Qualified amounts include costs of any pass, token, fare card, voucher or other item that entitles the employee to use mass transit for the purpose of traveling to or from his/her place of work. The mass transit can be a public system or a private enterprise provided by a company or individual who is in the business of transporting people in a commuter highway vehicle. The following mass transit expenses are not allowable: parking costs incurred at your residence, parking costs at a lot that is owned or sponsored by the employer.

### Qualified parking expenses include:

Parking expenses that can be paid with pre-tax dollars include the costs of parking a vehicle in a facility that is near the employee's place of work, or parking at a location from where the employee commutes to work (for example, the cost of parking in a lot at the train station so that the employee can continue his/her commute on the train). The following parking expenses are not allowable: parking costs incurred at your residence, parking costs at a lot that is owned or sponsored by the employer.

IMPORTANT NOTE ABOUT THIS BENEFIT: This program is for employees who take mass transit to and from work and for parking expenses at work or where an employee commutes to work. It is not for personal parking or transportation costs. This deduction will reoccur unless you cancel or change it. If you need to change your election mid-year, you must enter your change by the 10th of the month during the month in which the change takes effect.

Please Note: Parking and Transit Pre-Tax Limit is \$300 per month.

By enrolling in Commuter Benefits, you attest that you understand the details of the commuter plan and wish to be deducted at the monthly amount as listed.

Commuter   Monthly Expenses	
View All Vouchers	
Transit	Total
Transit	\$0.00
Parking	Total
Parking	
Monthly Total	\$0.00
	Save

Any questions you can reach the Benefits inbox at <a href="mailto:benefits@nps.k12.nj.us">benefits@nps.k12.nj.us</a>