



Section 132/Qualified Transportation Accounts

The Transit plan is similar to the Flexible Spending Account program in that it allows you to set aside pretax dollars for the reimbursement of qualifying transportation expenses you incur while commuting to and from work. The IRS sets a monthly disbursement limit for the transportation and parking accounts, which may change from year to year.

- **Qualified Transportation Account – requires debit card use (no reimbursements permitted):**
Qualifying expenses include mass transit costs incurred for commuting to and from work including rail, bus, subway and ferry. Van Pooling expenses may qualify provided the van is primarily used as a commuting vehicle, and has seating capacity for at least 6 adults not including the driver.

Transit Enrollment, Changes and Reimbursements

- **ENROLLMENT:** You may enroll in the **Transportation Reimbursement Account** by completing and submitting an enrollment form to your Employer prior to the beginning of the month in which you intend to begin participation. It will be effective the pay period beginning on the 16th or each month. Your Employer will update your payroll deductions and inform CBIZ Flex of your election.
- **CHANGES:** A **Transportation Reimbursement Account** participant may change his or her deduction amount as often as monthly. Changes must be submitted to your Employer prior to the beginning of the month.
- **Funds Availability:** Unused balances at the end of the plan year will be transferred into the new plan year to be used for expenses occurred in the new plan year.
- **EXCESS BALANCES:** If you should begin to accumulate an excess balance in your account, you may want to consider changing your deduction amount in order to exhaust any excess funds in the account. Excess balances will be forfeited after termination.