

Get On The Road To Savings With A Qualified Transportation Account (QTA) And The BASIC Prepaid Benefits Card



We are pleased to provide a Qualified Transportation Account (QTA) benefit to help you with your work-related commuting expenses. If you use mass transit to get to work or if you drive and pay for parking at your workplace, then this program was designed with you in mind!

In 2020, participants will be able to get reimbursed for up to \$270 a month for qualified parking expenses and up to \$270 a month of the combined value of transit passes and transportation in a commuter highway vehicle. You can participate in either or both of these accounts; however, the funds are separate and you cannot transfer from one account to another.

Now you can use your QTA with an exciting feature – *The BASIC Prepaid Benefits Card!* The Card makes it easier to access the money in your QTA because it contains the value of your QTA monthly election amount and can be used instead of cash. Just swipe and go. It's that easy! With each use, your eligible expense is automatically deducted from your account. You can use the Card at parking or transit locations wherever Visa® is accepted.

How it works: You can elect to set aside a specific amount of your pay into a tax-sheltered account so that you can pay for your work related transportation expenses on a pretax basis. Salary amounts redirected to this plan are exempt from all income taxes. Paying for your commuter expenses with pretax income can save you 30% or more on your commuting expenses!

Qualified expenses: Only expenses for work-related parking or mass transit *for employees* may be paid through the plan. Expenses for family members may not be paid.

“Parking” is defined as parking provided to an employee on or near the business premises of the employer or on or near a location from which the employee commutes to work by transportation for which a transit pass is used (i.e.; bus, RTA). Such term shall not include any parking on or near property used by the employee for residential purposes.

“Mass Transit” is defined as a bus, railway, subway, ferry, tramcar or streetcar, either publicly or privately owned that is used for transportation to and from work.

Who should enroll: Employees who have parking or transit expenses on a regular, ongoing basis will benefit by paying their monthly expense with pretax dollars. Efficient operation of the plan does not accommodate occasional, sporadic users of parking or mass transit.

How to Access your QTA funds

If you use mass transit:

Use your **BASIC card** to pay for transit passes purchased through your transit provider. The Card will only work for transit passes purchased at transit vendor locations such as a fare pass kiosk, the transit authority ticket office or online pass purchases. **The easiest way to buy transit passes is online at your transit provider's website.**



Direct reimbursement of transit passes is not allowed per IRS regulations. You can only use your transit funds to purchase transit passes with your BASIC card.

You cannot use your card to purchase transit passes at locations such as grocery stores, drugs stores or convenience stores merchants.

If you drive and park:



Use the **BASIC Card** to pay for parking expense at qualified locations that accept Visa[®]. When you pay with your Card, the cost of your eligible expenses will automatically be deducted from your account with each use.

Get reimbursed for your parking expenses if you are unable to pay for your parking with the Card. For direct reimbursement, employees must submit a claim form and a receipt or statement from the parking facility that indicates the amount and date of the expense. Documentation of the expense must be attached unless you certify that a receipt is not provided by your parking facility in its ordinary course of business (i.e. metered parking, unattended daily lots, etc.)

Benefit Card Basics – A Few Things to Remember

- The amount that is available on your card to pay for transit passes or parking is the total of the contributions that have been deducted from your paycheck, **minus** amounts that you've already spent for the month.

Example: The pre-tax dollars that you elect to come out of your paycheck will be loaded onto your **BASIC Prepaid Benefits Card** and will be available to you on the day you get paid.

- **You cannot use your card to purchase transit passes at locations such as grocery stores, drugs stores or convenience stores merchants.**
- If you are also enrolled in the Medical or Dependent Care FSA plan, the same **BASIC Benefits Card** is used for those qualified expenses. The card tracks each account separately and draws from the appropriate account when used.