

Frequently Asked Questions about Qualified Transit Accounts

1. What are Transportation Spending Accounts?

A qualified Transportation Spending Account plan allow you to set aside pre-tax funds used for eligible transit expenses related to commute to work, governed by IRC Section 132. Transit benefits are limited to employee only expenses: reimbursement is not allowed for spouse or dependent transit expenses.

2. What are the 2016 IRS Monthly Maximum Limits?

IRS sets maximum monthly pre-tax deduction and spending and adjusts periodically; these limits reflect the maximum allowed pre-tax contribution and reimbursement amounts per calendar month. Monthly maximum limits are set by the IRS. Currently those limits are:
Transit Passes and Vanpooling - \$255.00 per month

3. What benefits are available in Transportation Spending Account?

Mass Transit Account to include Vanpooling

4. When does the benefit end?

You have until the end of the plan year, August 31; to utilize the money you have contributed to the TSA. Any unused money you put into your Transportation Spending Account at the end of the plan year rolls over to the next plan year as long as you remain an active employee.

5. Are you allowed to change an election during the plan year?

You may change your transit election amount on a monthly basis throughout the plan year to accommodate a change in your commuting needs.

6. What happens if my employment ends?

You must be an active employee to participate in the Transportation Spending Account Plan. The plan cannot refund any unused funds in your Transportation Spending Account. Any funds left in your account after your termination date will be forfeited.

7. What is an eligible Mass Transit Account expense?

Transit Pass Expenses are expenses incurred or paid for a pass, token, fare card, voucher or similar item for transportation:

- on mass transit (such as train, bus, subway or ferry), whether or not publicly owned; or
- provided by any person in the business of transporting persons for compensation or hire if such transportation is provided in a vehicle with a seating capacity of at least six adults (excluding the driver).

Commuter Highway Vehicle (Vanpool) Expenses are expenses incurred or paid for transportation in a Commuter Highway Vehicle if the transportation is in connection with travel between your home and place of employment.

A Commuter Highway Vehicle is any highway vehicle with a seating capacity of at least six adults (not between your home and work, and on trips where the number of individuals transported for work purposes is at least half of the adult seating capacity of the vehicle (not including the

driver).

8. How do I pay for my Mass Transit expenses?

Mass Transit expenses must be paid for using your Benefit Access VISA® Debit Card, manual claim submission is not permitted. You **cannot** pay out of pocket and file for reimbursement; you are required by the IRS “readily available” rule to use electronic payment and must use your Benefit Access card. (Participants will receive a Benefits Access Visa card in the mail.)

10. Do I have to wait for the money to be deposited into my account in order to use my card?

Yes. Your account is not pre-funded and you may only access up to the balance in your Transportation Spending Account (but not exceeding the IRS monthly maximum) at the time the expense is incurred using your Benefit Access Card wherever you pay for the transit pass or commuter highway vehicle (van pool).

12. When using the Benefit Access Card do I select debit or credit?

Your Benefit Access Visa® Debit Card is actually a prepaid card. You have the option to create a PIN when activating your card through the automated system. If you’ve selected a PIN you will want to choose “Debit” and enter your PIN with the merchant. If you did not select a PIN you will want to choose “Credit” with the merchant and sign for your transaction.

13. How do I enroll in the Transportation Account?

- Go to <https://www.benefitsolver.com>.
- Click register.
- Enter your social security number.
- Enter your date of birth.
- Enter the Company code: ASLSBEN.
- You will be asked to create a UserID and Password.
- Login using your UserID and Password.
- You will come to a “start here” page which will navigate you through your election.
- At the end of the enrollment process, you will be asked to review and confirm your elections by clicking approve. If you do not receive a confirmation number, then your election is not complete.

14. I don’t want to participate. What do I need to do?

If you do not wish to participate, then there is no action required on your part.

15. Can I stop my election at any time?

Yes, simply log on to [www.benefitsolver](http://www.benefitsolver.com) to stop your election.

16. Who administers this account?

Stanley, Hunt, DuPree and Rhines, SHDR administers this account.