



Commuter Benefits



The Value of Commuter Benefits Accounts

With the ADP Commuter Benefits program, paying for your commute can be more cost-effective and convenient than ever before. In fact, by using an ADP Commuter Benefits Account, you can get big savings on the transit and parking services you use every day! How? Because your Commuter Benefits Account is funded before any taxes are taken from your salary. And, funding your account couldn't be easier... it's all handled through a simple paycheck deduction.



Reduce your daily commuting expenses by 20% - 40%

Because your Commuter Benefits contributions are exempt from Federal income tax, Social Security taxes (FICA) and, in most cases, state income tax, you can gain substantial savings on the commuting services you use to get to work every day. Although your actual savings is based on your individual tax rate, why not save 20% to 40% on the commuting expenses you have to pay for anyway? With the cost of living rising every day, think about the impact that kind of savings can have on your household budget!



It's All Yours

Your employer provides the Commuter Benefits Accounts at no cost to you... no setup fees, no membership fees, no hidden fees. And, because there are no memberships involved, you can purchase eligible transit and parking services from providers anywhere in the U.S.

It's Completely Flexible and Worry-Free

With an ADP Commuter Benefits Account, you can customize your account to your individual needs as often as you need. If your parking or transit rates change, so can your account contribution. Going on a leave of absence? No problem! Simply suspend your account and restart your contributions when you return to work.



- Save 20% - 40% on commuting services you need every day
- Increase your spendable income by hundreds of dollars every year
- Fund your account with simple paycheck deductions
- Reduce your income taxes

Plan Your Contributions

The key to getting the most from your ADP Commuter Benefits Account is to maximize your contributions based on the expenses you expect to incur each month. To plan your contributions, just follow these simple steps:

- Review the list of eligible expenses on the ADP website.
- Determine which of your commuting expenses are eligible under the plan.
- Write down the total monthly amount you spend for eligible transit and parking expenses.

And you're done! The amount of your estimates is how much you should contribute to your Commuter Benefits Account. Remember, your contributions are calculated monthly and not annually.

It is important to remember that a Commuter Benefits Account is not a savings account. You may only use your contributions toward eligible commuting expenses.

It is also not necessary to re-enroll in the Commuter Benefits Account each year. Once you are enrolled in the plan, your enrollment will remain active for as long as you are an active employee or until you choose to end your participation in the plan.

The more you spend on commuting expenses, the greater the value and savings you will realize from your Commuter Benefits Account.

Two Types of Accounts: Two Sets of Eligible Expenses

Because no taxes are taken on the funds in your Commuter Benefits Account, the Internal Revenue Service determines which expenses are eligible for reimbursement. If you are uncertain about whether or not an expense qualifies for reimbursement, you should verify its eligibility before incurring the expense. A current list of IRS-approved expenses can be located on the ADP website. Some of the eligible expenses for the two account types include:

Transit Account

- Subway
- Bus
- Ferry
- Commuter Train
- Vanpooling

Parking Account

- Parking at or near your workplace
- Transit station parking

NOTE: The IRS defines a monthly spending limit for each type of Commuter Benefits Account. These spending limits tend to be adjusted annually. Please visit the ADP website or ask your HR representative for the current account spending limits. Your employer's plan documents may also define the types of expenses covered under the plan. Be sure to review your employer's plan documents before enrolling in the plan.

Opening Your Account

It's as simple as 1-2-3 to begin contributing to your new Commuter Benefits Account:

- 1** Plan your contributions. Use the Commuter Benefits *Learn More* link on the ADP website for contribution planning assistance.
- 2** Enroll in the Commuter Benefits Account.
- 3** Review your account through the ADP website soon after your enrollment begins and at least monthly thereafter.

Your payroll contributions to your new Commuter Benefits Account will begin according to your employer's plan documentation.

Visit the ADP website at www.flexdirect.adp.com to learn more about Commuter Benefits.



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