

QuickStart Guide

Your Commuter Benefits Program

At-a-Glance

- ▶ Your Commuter Benefits Program: The Essentials
- ▶ Ordering Through WageWorks
- ▶ Your Program Options
- ▶ Changing Your Enrollment

New to the WageWorks Website?

If you haven't registered online yet, please do so today — To register, just visit www.wageworks.com and click "Log in / Register" and select "Employee Registration". You'll need to answer a few simple questions and create a username and password.

You can also review your order history, your contact information, change your password and even set up direct deposit of reimbursements into your bank account. Log in and take it for a spin. You can also keep track of your account while on the go with the WageWorks mobile site. Just point your smartphone's or device's browser to www.wageworks.com and log in to keep up-to-date on your account.

Questions? Ask us.

Call WageWorks Customer Service at 1-877-WageWorks (877-924-3967) Monday through Friday, from 8 a.m. to 8 p.m. Eastern Time.

Welcome to WageWorks. Keep your savings rolling.

Congratulations on enrolling in the City of New York's Commuter Benefits Program. The program is presented by the City of New York and administered by WageWorks. The program makes it easy to save on taxes and enjoy convenient automatic payment and delivery features. This quick-reference Guide will give you the information you need to order your transit pass or Park-n-Ride payments, change or cancel orders, get help and more. Even if you've already started using the Commuter Benefits Program, use this Guide to learn how you can make the most of it.

Your Commuter Benefits Program: The Essentials

There are two steps to participate in the program:

1. City employees can elect your per pay deduction at NYCAPS Employee Self Service at www.nyc.gov/ESS or contact your agency's TransitBenefit Coordinator. Department of Education (DoE) employees can go to the DoE **Web Employee Self Service/Web Payroll** application to enroll. City University of New York (CUNY) Community College employees can contact their TransitBenefit Coordinator for enrollment information.
2. Place your Transit Pass or Parking order through WageWorks.

Contribution limits:

There is a limit to how much you can save through this program. The IRS rules that govern the program have monthly tax-free maximums. Please visit your online account for more information.

There's no limit, however, to the convenience you can enjoy. If your commuting costs exceed these amounts, the program draws the extra funds from your after-tax pay — so you can still get all the benefits of automatic pass orders and parking payments.

Eligible expenses:

It's important to make sure you spend your Commuter Benefits Program dollars on eligible expenses only, according to IRS regulations.

Whether you ride or park and ride, you can save on just about any way you get to work:

- ▶ Train. Bus. Subway. Paratransit. Ferry.
- ▶ Parking at or near public transit to commute to work

Some expenses, however, are not eligible. These include:

- ▶ Parking costs that are not related to your commute to work on public transportation
- ▶ Mileage and tolls
- ▶ Taxis and limousines

Ordering Through WageWorks

Using the Commuter Benefits Program is easy, quick, and hassle-free. And unlike other pretax savings programs, it works from month to month with no annual election required — so you can sign up, make changes or cancel at any time.

WageWorks makes ordering your monthly transit or park and ride benefit a snap. Here's how:

- ▶ City employees can enroll in the Commuter Benefits Program through NYCAPS Employee Self Service at www.nyc.gov/ESS and enter the exact amount you want to deduct from your pay each month for your commuting expenses. Department of Education (DoE) employees can enroll at the DoE **Web Employee Self Service/Web Payroll** application that can be accessed through the Internet using your DoE Outlook email ID and password at <https://payrollportal.nycboe.net>. You can also enroll by obtaining an enrollment form from the DoE website at <http://schools.nyc.gov>. DoE forms are mailed to the Department of Education, 65 Court Street, Room 1003, Brooklyn, NY 11201. City University of New York (CUNY) Community College employees may download an enrollment form from the CUNY website at www.cuny.edu/transitbenefit and contact your TransitBenefit Coordinator for processing and further information.
- ▶ To place your Transit Pass Plan or Parking Plan order, log into www.wageworks.com and select your Commuter program. You can also call WageWorks at 1-877-WageWorks (1-877-924-3967) to place your order.
- ▶ Select "Enroll In Commuter."
- ▶ Choose the type of order you wish to make: public transit or transit and parking and follow the instructions.
- ▶ Select "Every Month" to repeat the same order automatically each month until you change or cancel it.
- ▶ Select "One Time" if you prefer to log in again whenever you'd like to order more. Then complete your order.
- ▶ Don't forget to verify your email address to receive confirmations electronically.

That's it! See below for more information on the different ways you can use the program to save on your commute.

Your Commuter Benefits Program Options

Whether you ride or park and ride to work, WageWorks has several convenient options for you to receive your passes, tickets or other fare media.

WageWorks Commuter Card

- ▶ If you ordered a WageWorks Commuter Card, use it to pay for your eligible commuting expenses.
- ▶ Funds will be loaded to your Card on your pay date as long as you are enrolled for this option.
- ▶ You can check your balance anytime by logging into your account at www.wageworks.com or by accessing our mobile phone website from your smartphone at m.wageworks.com.
- ▶ Visit <http://getwageworks.com/nyc/transitcard> for the expanded list of transit vendors that accept the Card.
- ▶ All other program related eligibility rules apply, as well as some Card-specific requirements. See the information that came with your WageWorks Commuter Card for more or check www.wageworks.com.

Access-A-Ride/Paratransit

This plan option enables you to participate in the MTA's Access-A-Ride program or other paratransit programs available in the Tri-State area. When you enroll, your account will be funded through monthly pre- and post-tax payroll deductions. If you participate in the MTA's Access-A-Ride program, WageWorks will deliver your Access-A-Ride coupons to your designated home address by the 1st day of each calendar month.

Transit Pass Plan

- ▶ When you order your monthly passes or tickets for public transportation through WageWorks, you can enjoy the convenience of automatic home delivery, every month, in time for the month they're valid.
- ▶ WageWorks will mail your pass in a plain business envelope, so be careful not to mistake it for junk mail. The exact date of delivery may vary depending on your transit agency and the U.S. Mail. If it still hasn't come by the first business day of the benefit month, call WageWorks as soon as possible (no later than the third business day of the month) at 877-WageWorks (877-924-3967).

Park-n-Ride Plan

If you ride public transportation AND pay to park your car at or near a public transportation stop that you use to get to work, you can save big on your parking costs related to your transit commute. Look for a parking facility under the transit agency in the Public Transportation catalog. There is a limit how much you can save with this program. The IRS rules that govern the program have monthly tax-free maximums. Please visit your online account for more information.

Changing Your Commuter Benefits Program Enrollment

City employees can change or suspend your payroll deductions or discontinue your enrollment in the Commuter Benefits Program through NYCAPS Employee Self Service at www.nyc.gov/ESS or contact your agency's TransitBenefit Coordinator. DoE employees can enroll at the DoE **Web Employee Self Service/Web Payroll** application that can be accessed through the Internet using your DoE Outlook email ID and password at <https://payrollportal.nycboe.net>. You can also enroll by obtaining an enrollment form from the DoE website at <http://schools.nyc.gov>. DoE forms are mailed to the Department of Education, 65 Court Street, Room 1003, Brooklyn, NY 11201. City University of New York (CUNY) Community College employees may download an enrollment form from the CUNY website at www.cuny.edu/transitbenefit and contact your TransitBenefit Coordinator for processing and further information.