

# FSA Guide

## Parking and Transit

### What is a commuter account?

A commuter account is an employer offered pre-tax benefit account, which allows an employee to set aside money, in separate accounts to pay for your qualified mass transportation and parking expenses for your commute to and from work. This benefit can only be used to reimburse employees.

### Why should I enroll?

Mass transportation has always been eco-friendly and a great way to get some work done on your commute. If you use mass transit or regularly use paid parking for work, enrolling in a commuter account puts money back in your wallet. Contributions to a commuter account are free from federal income, Social Security, and Medicare taxes and remain tax-free when reimbursed for eligible expenses.

If you Enroll in:	And Contribute Monthly:	You Could Save Annually:
Transit or Parking Only	\$260	\$936
Both Transit and Parking	\$520	\$1,872

*\*For illustrative purposes only. Based on 7.65% FICA. Your tax situation may be different. Consult a tax advisor*



**QUESTIONS?**  
 VISIT [MYBENEFITSNM.COM](http://MYBENEFITSNM.COM) FOR  
 ADDITIONAL INFORMATION OR  
 CALL 1 (855) 618-1800

### What expenses are eligible for use with a commuter account?

#### Mass Transit

Get reimbursed for transit passes, tokens, fare cards, vouchers, or similar items entitling you to ride a mass transit vehicle to or from work. The mass transit vehicle may be publicly or privately operated and includes bus, or rail.

#### Van-Pooling

Van-pooling is not to be confused with carpooling. Van-pooling requires a commuter highway vehicle with a seating capacity of at least 7 adults, including the driver. At least 80% of the vehicle mileage must be for transporting employees between their homes and the workplace, with employees occupying at least one-half of the vehicle's seats (not including the driver).

#### Parking

Get reimbursed for parking expenses incurred at or near your work location, or a location from which you continue your commute to work by car pool, van pool or mass transit. Out-of-pocket parking fees for parking meters, garages and lots qualify. Parking at or near your home is not an eligible expense.

### How much can I contribute?

Monthly limits are set by the IRS. For 2020, contributions for parking and transit passes are limited to \$270 each per month (\$540 total). Any unused monthly balance is carried forward to the next year. You can enroll, make adjustments to your contribution, or terminate your plan participation at any time during the year.

### Do I need to elect the parking or transit benefit every year?

No. If you are already enrolled in a commuter account, your election will automatically roll over next year. As a result, you have to terminate your election to withdraw from the benefit. Remember that if you enrolled in the middle of the year, that amount will be rolled over to the next year and be deducted over 24 pay periods.

### How do I get reimbursed from my transit account?

Submit your claim along with a receipt showing the type of purchase, amount, and date to Erisa Administrative Services, Inc. You can use your online portal at [BenefitsbyET.LH1ondemand.com](http://BenefitsbyET.LH1ondemand.com) or send in your receipt manually by email to [support@easitpa.com](mailto:support@easitpa.com) or by fax to (505) 244-6009.

