

# Transit and Parking Guide

## 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.

Current maximum allowances for Transit and Parking benefits are set at \$280 per month (\$560 total) as of 2022. Due to the pre-tax nature of these deductions, it is possible to experience an annual savings of 30% or greater. Consult your tax advisor for details.



**QUESTIONS?**  
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 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). Please note that services such as UberPool may qualify provided the rideshare service meets the definition of vanpooling described above, but normal rideshare services do not qualify.

### 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. Please note that only funds contributed to the Parking benefit can be used for reimbursement of parking expenses.

## How much can I contribute?

Monthly limits are set by the IRS. For 2022, contributions for parking and transit passes are limited to \$280 each per month (\$560 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?

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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.

## Getting Started

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You can elect the Transit and Parking benefit at any time. To get started, you can go to the enrollment page and follow the instructions to elect your benefit. Once you have submitted the form your benefit will typically start within the next pay period.

### Step One: Fill out an enrollment form:

[https://eform.gsd.state.nm.us/EBB Transportation Commuting.aspx](https://eform.gsd.state.nm.us/EBB_Transportation_Commuting.aspx)

Once you have been enrolled an email with instructions on accessing the portal will be sent to the email you provide.

### Step Two: Log in to the Transit and Parking Consumer Portal:

<https://benefitsbyet.lh1ondemand.com/>

You will also want to download the phone app in the Android or Apple app stores. Search for “BenefitsbyET” in your preferred app store, or use the links located at <https://www.mybenefitsnm.com/FSA.html>.

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

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Once you have registered in the consumer portal you can start filing claims. The portal allows you to upload scanned images of any parking receipts or tickets for which you seek reimbursement. If you load the phone app you can use your phone’s camera to take an image of the receipt and upload it. Once the claim is filed you have the option of a paper check or you can set up information for electronic deposits.

## Limitations and Eligibility Periods

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You can start submitting claims following the date of enrollment in the plan and can continue to use available funds as they accrue. You cannot be reimbursed for any expenses incurred prior to the effective date of participation, or after the date of termination of employment. If you remain an employee but elect to stop your contributions you may still use up remaining accrued funds in the transit or parking benefits until they are depleted.

Please note that Transit and Parking are separate benefits, and funds are limited to use with the specific services. Parking cannot be used for transit expenses and vice versa.

## Contact Us

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Erisa is a local business in service to the State of New Mexico Group Benefits Plan. Please contact us with any of your Transit or Parking questions. You can reach us at:

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