



**ATTENTION ALL
EMPLOYEES:**

**Want to save money
on your monthly
commuter parking or
transit expenses?**

So, What Is It?

The Parking and Transit Expense Reimbursement Plan enables you to avoid taxes on the money you use to pay for work-related parking or transit. Depending on your tax bracket, you could save up to 40% on state, federal and FICA taxes.

How Does It Work?

Estimate the money you expect to pay for parking or transit and have that dollar amount withheld from your paychecks pre-tax each month. You can even specify an amount to use for occasional bus or Metro Rail travel. The money you elect to be withheld from your paycheck is credited to an account in your name that is used to pay for your parking or transit expense.

For Example:

Let's assume you spend \$100.00 per month for parking or transit at work. This expense is inevitable for you because you drive or travel to work every day. The average person's tax bracket is about 30%, meaning they have to make \$130.00 in income to be able to take home \$100.00 as disposable income after tax deductions have been made.

By signing up for the Parking or Transit Expense Reimbursement Plan, \$100.00 will be withheld from your paychecks over a month-long period pre-tax, so you never have to pay the state, federal and FICA taxes on your parking or transit expenses! If you fall within a 30% tax bracket this will save you \$30 every month!

Have We Caught Your Interest?

See your company's Human Resources Department to inquire about this exciting money-saving program being offered!

Questions? We have answers.

Q: Will I have to pay taxes on the amount withheld from my salary to pay for my parking expenses?

A: No, these amounts will not be included in your taxable income.

Q: Will I receive a debit card with this account?

A: Yes, if you enroll in this plan you will receive a debit card that can be used to pay for your parking/transportation expenses. Employees who enroll in the FSA and the Parking/Transit Account will receive one debit card for both accounts. If you are currently enrolled in the FSA and enroll in the Parking/Transit Account, your election amount will be automatically added to your current debit card.

Q: What if my parking or transit provider doesn't accept debit card?

A: You can submit your expense for reimbursement by filing a claim.

Q: How do I file a claim for an eligible expense?

A: Claims can be submitted electronically through the P&A smartphone QuikClaim feature, online electronic upload, or via fax or mail.

QUIKCLAIM: Submit a claim from your smartphone by logging into your account at www.padmin.com.

ELECTRONIC UPLOAD: Upload a claim from your computer by logging into your account.

FAX: Submit a claim form and fax to (877) 855-7105.

MAIL: Mail a claim to P&A at 17 Court Street : Suite 500 : Buffalo, NY 14202.

Q: When should I submit a claim?

A: You may submit a claim once a month, quarterly, yearly, or however often fits your budget and expenses.

Q: How often will I be reimbursed for expenses?

A: Typically, you will be reimbursed 3-5 business days after P&A receives the claim as long as there are funds available in the account. You will be reimbursed by check, but you also have the option to sign-up for direct deposit reimbursement. Direct deposit is recommended as it provides for faster reimbursement time, and it provides the opportunity to go green and use less paper!

Questions? continued...

Q: What is the maximum amount of pre-tax parking reimbursement I can receive?

A: The maximum amount of pre-tax parking reimbursement that you may receive is \$250 per month.*

Q: What is the maximum amount of pre-tax transit reimbursement I can receive?

A: The maximum amount of pre-tax transit reimbursement that you may receive is \$130 per month.*

Q: What happens if I leave my employer?

A: You will be able to apply for reimbursement of any parking/transit expenses you had up to the last day of employment, provided you apply within 60 days after the end of the year. According to IRS regulations, any unused account balance you have must be forfeited and cannot be paid back to you.

Q: If the cost of my parking/transit increases or decreases, can I change the amount of my election?

A: You may change the amount of your salary withholding for parking/transit each month, with any change you make becoming effective with the first pay period beginning on or after the following month.

P&A Customer Service Information

P&A's Customer Service Representatives

P&A is here to help! Call (800) 688-2611 to speak with a representative. Customer service hours are Monday-Friday, 8:30AM to 10:00PM ET.

Live Online Chat

Live online chat is a real-time messaging system that's available to you at the click of a button. When you visit P&A's website at www.padmin.com, locate the live chat button and click on it to speak with a P&A representative online from Monday- Friday, 8:30AM to 10:00PM ET.

SMS Text Messaging Feature

Update your P&A profile with your mobile number. Text **CLM** to the number 70626 and get a text message with your real-time account balance.

**Amount based on IRS pre-set maximums for the year 2015.*