

## What are the monthly pre-tax limits?

Effective January 1, 2012, pre-tax deductions are allowed up to the limit of **\$240** per month for qualified parking expenses.

## What is “Qualified Parking”?

The IRS defines Qualified Parking as parking at or near your place of employment. It also includes parking on or near the location from which an employee commutes to work using public transit, vanpool or carpool (such as park-and-ride locations).

## What payment options are available with the plan?

The online ordering provides several convenient payment options to manage your *Qualified Parking* expenses:

- **Monthly Direct Pay** - Pay your parking expenses directly to the parking provider using the website. When selecting the parking provider, search by provider name. If the parking facility is not in the system, simply add it to the system to be ready for fulfillment by the end of the month.
- **Commuter Check for Parking** - Order daily, weekly or monthly checks made payable to your parking provider which are mailed to your home address.
- **Commuter Check Card for Parking** - You can also elect the *Commuter Card Prepaid MasterCard*® for parking expenses. Submit your order by the 10<sup>th</sup> of the month and designate the initial dollar value you want on the Card. Cards are funded by the 23rd of every month for use during the upcoming benefit month. Note that as these cards can be used for nearly all parking needs, the system will not allow for non-card parking purchases.

The Card has a \$10 minimum and a \$700 maximum balance load. (Only up to \$240 per month will be pre-tax)



## Do I need to submit any receipts?

You do not need to submit any receipts when you pay your parking provider online.

## Do I have to remember to place my order each month?

No, you can set your order up as recurring, and can elect to receive monthly reminder that you have an order.

You can enroll any month online at [www.benesyst.net](http://www.benesyst.net) You must make your selections by the **10<sup>th</sup> of the month** to receive your order by the first day of the of the **following** month.

The first time you visit [www.benesyst.net](http://www.benesyst.net), you will go to Login in the upper right hand corner and select “Create an Account” and follow the Instructions to create your account.

After logging in and being presented with the Participant Menu, select “View My Commuter Benefits Information”.

## Placing a Parking Order

1. Select Parking Order from the Menu on the left.
2. Select Monthly Direct Pay, Commuter Check for Parking or Purchase a Commuter Check Card Prepaid MasterCard®

## Monthly Direct Pay

This solution is great for monthly parkers or those that pay on a monthly or quarterly basis!

- Type in your Parking Provider’s name
- Select your provider’s payment address from the list of available locations
- Enter information about your parking garage
- Enter your monthly parking amount and your parking account number

*You must have an existing relationship with a parking provider in order to use this option.*

## Commuter Check for Parking

These vouchers are made payable to the parking provider of your choice and can be used to pay for parking expenses. Perfect for daily parkers!

- Enter your parking provider’s payment information
- Enter the desired quantity and denomination

*There is no cash back for Commuter Checks for Parking, so order the exact amount that you will need.*

## Commuter Check Card Prepaid MasterCard®

Offers the functionality and convenience of a reloadable, personalized, debit card for use at parking facilities nationwide. No receipts are necessary with this solution, just swipe and go.