

Commuter Benefit Accounts

Parking Reimbursement Account

Mass Transit/Vanpool Reimbursement Account

What are Commuter Benefits?

Commuter Benefit reimbursement accounts allow you to set aside money from your paycheck pretax to pay for work-related commuting expenses. When you pay less in taxes, you have more money in your pocket. Most people save at least 30 percent on each dollar set aside pretax.

The commuter accounts are month-to-month accounts for parking and mass transit/vanpooling expenses. You can sign up, change your contribution amount, or terminate your account at any time. As you incur expenses, you can submit a claim to be reimbursed with pretax dollars.

What expenses are eligible?

Eligible expenses are those you incur to park at or near your place of employment, or to commute to and from your place of employment.

- **Parking** at or near your place of employment such as a garage or metered street parking, or parking at or near a transit station from which you commute.
- **Mass Transit/Vanpool** includes bus, ferry, rail, monorail, streetcar, trolley, train, subway or vanpool.

Vanpool is a highway vehicle with seating capacity of at least six adult passengers. At least 80% of the mileage must be for commuting and the number of employees transported must be at least half of the adult seating capacity. Eligible expenses do not include bicycle or repairs, non-work related parking or transit/vanpool expenses, gas or fuel, tolls, or vehicle repairs.

How much can I contribute to the accounts?

The monthly limits are set by the IRS each year and may change. Limits for 2023 are:

- **Parking Reimbursement Account** - \$300 per month
- **Mass Transit/Vanpool Reimbursement Account** - \$300 per month

How do I submit claims and get reimbursed?

As you incur expenses, you can submit a claim to be reimbursed. ASIFlex offers several easy ways to submit claims for reimbursement. You do not have to choose only one option; you can use multiple options throughout the year.

- **ASIFlex Online** Sign in to your online account at ASIFlex.com to submit a claim.
- **Toll-free fax or mail** Download and complete a claim form. Then, submit it with your parking or transit itemized statement. Keep a copy for your records.

Reimbursements will be made to you within three business days following receipt of a complete claim. Log in to your ASIFlex account to sign up for direct deposit reimbursement, email and text alerts.

Manage your account

Register your account at ASIFlex.com to see your account statement and balance, submit claims, sign up for email, text alerts and direct deposit.

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