



**BOROUGH OF
ATLANTIC HIGHLANDS**

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**Adam Hubeny, CPM, CRP, CPWM, CCCC
Borough Administrator**

To: All Employees

From: Adam Hubeny

Subject: Commuter Transit

Date: February 10, 2020

Effective March 1, 2020, the IRS Code Section 132(f) allows employees to exclude certain commuting expenses from their gross income of bus, rail, and qualified parking.

If you qualify, we will be offering the Commuter Benefit Transitchek. Attached you will find flyers explaining the basic information and an enrollment form. If you would like to sign up please complete the attached enrollment form and submit it to me.

Easy to Enroll

You decide which products and how much of your pretax salary you want to deduct for commuting costs.

Enroll now by contacting your HR Department and start saving on your commute today.

Want to Save Money on your Commute?

WageWorks, Inc. (NYSE: WAGE) is a leader in administering Consumer-Directed Benefits (CDBs), which empower employees to save money on taxes while also providing corporate tax deductions for employers. WageWorks is solely dedicated to administering CDBs, including pre-tax spending accounts, such as health and dependent care Flexible Spending Accounts (FSAs), Health Savings Accounts (HSAs), Health Reimbursement Arrangements (HRAs), as well as Commuter Benefit Services, including transit and parking programs, wellness programs, and other employee benefits.

IRS Code Section 132(f) allows employees to exclude commuting expenses from their gross income for subway, rail, bus, ferry and qualified parking. TransitChek® makes it easy to reduce commuting costs and save money.

TransitChek by WageWorks
www.transitchek.com

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TRANSITCHEK®
by WageWorks

Easy Money

By enrolling in the TransitChek program, **you can save up to \$1,908*** a year on your commute. It doesn't matter whether you take the subway, bus, train, ferry or even park at work — TransitChek makes it easy.

- ✓ Save up to \$954** a year using your tax-free dollars to pay for public transit
- ✓ Save up to \$1,908 a year when you deduct for transit costs and qualified commuter parking expenses
- ✓ Share the transit portion of your benefit with a family member or a friend who uses public transit

* Estimate based on the maximum pretax contribution of \$265/month for a transit benefit and \$245/month for a parking benefit over the course of 12 months. Individual savings may vary based on contribution amounts, income, individual tax rates, state of residence and other factors.

** Estimate based on the maximum pretax contribution of \$265/month for a transit benefit over the course of 12 months. Individual savings may vary based on contribution amounts, income, individual tax rates, state of residence and other factors.

Easy Savings

Commuter benefits are an employer-offered benefit that allows you to use your tax-free dollars to pay for your commute. Currently, the IRS allows up to \$265 in pretax deductions per month to pay for public transit, and an additional \$265 per month for qualified commuter parking.

Example of TransitChek Savings

	Before	After
Monthly Salary	\$3,750	\$3,750
Transit Deduction	-	- \$265
Parking Deduction	-	- \$70
Taxable Earnings	\$3,750	\$3,415
Estimated Taxes*	- \$1,195	- \$1,025
Transit Expense	- \$265	-
Parking Expense	- \$70	-
Take-Home Pay	\$2,290	\$2,390
Monthly Savings	-	\$100
Annual Savings	-	\$1,200**

Visit www.transitchek.com to calculate **YOUR savings estimate.**

* An estimate of 30% tax rate is used for this salary level.

** Individual savings may vary based on contribution amounts, income, individual tax rates, state of residence, and other factors.

Easy Payment

There's a TransitChek product for every commute.

TransitChek®

Prepaid Visa® Card

Use your card everywhere Visa debit cards are accepted to pay for transit at ticket windows, ticket vending machines and online to purchase tickets and passes.



MetroCard®

Unlimited Ride or Pay-Per-Ride MetroCard in the New York City Metropolitan area are available.



TransitChek® Vouchers

Use like cash to purchase tickets and passes. A good choice for commuters who use rail*, suburban bus services, ferries, and ticket-by-mail programs*.



TransitChek® Parking Prepaid Visa Card

For employees who pay for their qualified commuter parking daily or monthly, everywhere Visa debit cards are accepted to pay for parking.



Mail&Ride

Employers can send their employees' monthly pretax dollars directly to their Mail&Ride accounts for the Long Island Rail Road and Metro-North Railroad.

*outside of New York City

MetroCard® Metropolitan Transportation Authority

The TransitChek Prepaid Visa Card and the TransitChek Parking Prepaid Visa Card are issued by The Bancorp Bank pursuant to a license from Visa U.S.A. Inc. The Bancorp Bank, Member FDIC.

TRANSITCHEK® COMMUTER Employee Enrollment Form

TransitChek® is an IRS-approved commuter benefits program that lets you save money by paying for your commute by transit or eligible vanpools with tax-free dollars (see limits below). You are eligible to use up to the IRS allowable amount, tax-free.

To enroll and begin saving, follow the step-by-step instructions below.

Return this form to your company's TransitChek Program administrator by: _____

1 SELECT TRANSPORTATION

How do you commute to work? Check all that apply.

- Bus
 VanPool/UberPool
 Subway
 Ferry
 Commuter Rail / Light Rail
 Other (please specify) _____

2 CALCULATE MONTHLY COMMUTING COST

How much are you currently paying for your monthly transit commute?
 \$ _____ / month

3 DETERMINE MONTHLY PRE-TAX DEDUCTION AMOUNT

How much of your pay would you like to set aside as a pre-tax payroll deduction towards your commute each month? Please note, there is an IRS monthly limit of \$270.

\$ _____ / month

4 PRODUCT SELECTION CHART

Use the **TransitChek Product Selection Chart** to the right to choose the product(s) you would like to use for your benefit. Please note that if you choose more than one product or select multiple denominations of a single product, the total value of all selections cannot exceed the IRS limit of \$270/month.

5 RETURN COMPLETED FORM

Return this completed form to your TransitChek Program administrator. TransitChek products will be distributed to you at work and will be ready to use. You may not return or get a refund once your benefit products have been distributed.

Employee name: _____

Date: _____

ALL REGIONS

TransitChek Prepaid Visa® Card (Not Returnable/Refundable)

The TransitChek Card can be used to purchase your transit tickets and passes everywhere Visa debit cards are accepted that exclusively sells transit fare media. You can also add funds from a personal credit or debit card for transit passes that exceed the stated value of the Card. To add funds, go to: www.tccard.transitchek.com.



Quantity	Cost/Item	= \$	Quantity	Cost/Item	= \$
_____	x \$ _____	= \$ _____	_____	x \$ _____	= \$ _____
_____	x \$ _____	= \$ _____	_____	x \$ _____	= \$ _____
_____	x \$ _____	= \$ _____	_____	x \$ _____	= \$ _____

Minimum amount \$21, Maximum amount \$270.00

TransitChek® Voucher (Not Returnable/Refundable)

Not accepted at MTA NYC Transit subway station booths, Metro-North Railroad, Long Island Rail Road.

TransitChek Vouchers can be used to purchase your transit tickets and passes. They are accepted by most commuter rail, subway, bus, ferry, and ticket-by-mail programs throughout the country.



Quantity	Cost/Item	= \$	Quantity	Cost/Item	= \$
_____	x \$15	= \$ _____	_____	x \$50	= \$ _____
_____	x \$25	= \$ _____	_____	x \$55	= \$ _____
_____	x \$30	= \$ _____	_____	x \$75	= \$ _____
_____	x \$35	= \$ _____	_____	x \$100	= \$ _____
_____	x \$45	= \$ _____			

NEW YORK COMMUTERS ONLY

TransitChek® MetroCard®

The TransitChek MetroCard can be used on MTA-NYC Transit subway, local and express buses and other MetroCard-equipped services throughout New York City.



Pay-Per-Ride Cards

Quantity	Cost/Item	= \$
_____	x \$33.00	= \$ _____
_____	x \$44.00	= \$ _____
_____	x \$55.00	= \$ _____
_____	x \$66.00	= \$ _____

Unlimited Ride Cards

Quantity	Cost/Item	= \$
_____	x \$33.00	= \$ _____
_____	x \$62.00	= \$ _____
_____	x \$127.00	= \$ _____

Access-A-Ride

Access-A-Ride provides door-to-door transportation for eligible commuters with disabilities within the five boroughs of New York City.

Quantity	Cost/Item	= \$
_____	x \$2.75	= \$ _____

Mail&Ride

Mail&Ride is a program offered by Metro-North Railroad and Long Island Rail Road where you can receive your rail tickets at home instead of purchasing them at a station window or vending machine.

Long Island Rail Road Account # _____ \$ _____
 Metro-North Railroad Account # _____ \$ _____
 Name on Account (First) _____ (Last) _____

TOTAL OF ALL PRODUCTS SELECTED (Cannot exceed \$270/month)

\$ _____ / month




TRANSITCHEK® COMMUTER PARKING

Employee Enrollment Form

TransitChek® is a commuter benefits program that lets you save money by paying for your qualified commuter parking with tax-free dollars. You are eligible to use up to the IRS allowable amount, tax-free.

To enroll and begin saving, follow the step-by-step instructions below. Return this form to your company's TransitChek Program administrator.

1 CALCULATE MONTHLY PARKING COST	TRANSITCHEK PRODUCT SELECTION CHART																				
<p>How much are you currently paying for your qualified monthly parking?</p> <p style="text-align: right;">\$ _____ / month</p>	<p>TransitChek Parking Prepaid Visa® Card (Not Returnable/Not Refundable)</p>  <p>Additional value from a personal debit or credit card can be added to the TransitChek Parking Card to pay for parking costs that exceed the initial amount on your Card.</p>																				
<p>2 DETERMINE MONTHLY PRE-TAX DEDUCTION AMOUNT</p> <p>If you are participating in a pre-tax payroll deduction program, how much of your pay would you like to set aside, tax-free, toward your commuter parking each month (The IRS limit is \$270/month). You may not deduct more than your monthly cost. If TransitChek is being provided as a free fringe, insert the amount being offered by your employer each month.</p> <p>\$ _____ / month (may not deduct more than your monthly cost)</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Cost/Item</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>x \$ _____</td> <td>=</td> <td>\$</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>x \$ _____</td> <td>=</td> <td>\$</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>x \$ _____</td> <td>=</td> <td>\$</td> <td>_____</td> </tr> </tbody> </table> <p>Total of all products selected \$ _____ / month (Cannot exceed \$270/month)</p> <p><i>NOTE: Employees should not have unused funds on the Card. This is a reimbursement program and if you have excess funds, you must adjust your benefit for future months; failure to do so may expose you and your company to certain tax liabilities including fines and penalties.</i></p>	Quantity	Cost/Item				_____	x \$ _____	=	\$	_____	_____	x \$ _____	=	\$	_____	_____	x \$ _____	=	\$	_____
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_____	x \$ _____	=	\$	_____																	
_____	x \$ _____	=	\$	_____																	
_____	x \$ _____	=	\$	_____																	
<p>3 PRODUCT SELECTION CHART</p> <p>Use the TransitChek Production Selection Chart on the right to choose the Card value you would like to use for your parking benefit. Please be sure to select a Card value that is at or below your monthly parking costs. The total Card value cannot exceed the IRS limit of \$270/month.</p> <p><i>NOTE: Please make sure to check to see if your parking facilities accepts Visa debit cards.</i></p>																					
<p>4 RETURN COMPLETED FORM</p> <p>Return this completed form to your TransitChek Program administrator. TransitChek parking products will be distributed to you at work and will be ready to use.</p> <p>Employee name: _____ Date: _____</p>																					

For more information on the TransitChek Parking Card, please check with your company's TransitChek Program administrator.

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