

eflexTransit is an employee benefit plan that allows you to set aside a portion of your gross salary to pay for work-related parking and mass transit expenses on a pre-tax basis.

Expenses that are eligible for reimbursement under the eflexTransit include:

- Parking your vehicle in a facility at or near your place of employment
- Parking at a location from where you commute, e.g., a train station
- Transit passes to and from work, including the cost of tokens, passes, fare cards, vouchers, etc.
- Mass transit public systems (Mass transit can be a public system, or a private enterprise provided by a company or individual who is in the business of transporting people in a "commuter highway vehicle.")
- Transportation provided by a qualified private transportation company

Please note: separate reimbursement accounts are maintained for parking and mass transit expenses; funds can't be combined or transferred between accounts.

### Parking

For the parking account, simply submit a claim form with attached documentation (if available) for reimbursement under your eflexTransit plan. We can also set up parking claims on recurring basis. This feature allows you to submit only a single claim, but continue to receive reimbursements throughout the plan year. To set up a recurring claim, simply follow the instructions on the claim form. We'll take care of the rest. You'll receive your parking reimbursement each time there's a payroll deduction. You can find claim forms and more instructions at [www.eflexgroup.com](http://www.eflexgroup.com).

### Transportation

Under the eflexTransit plan, you pay for your transportation expenses using the eflex Card. The amount you have available in your eflexTransit account is the balance on the eflex Card, which is how much you contribute in pre- and post-tax dollars each month. You may use the eflex Card up to this amount, but never over. Funds are only disbursed as the account is replenished with payroll deductions. Please note that we can't accept paper claim forms for transportation expenses. You may check your available balance at [www.eflexgroup.com](http://www.eflexgroup.com). Because funds are not available prior to the first month's payroll deduction, you'll need to purchase your pass for the first month with post-tax dollars.

### How Much Can I Contribute to the eflexTransit?

You may pre-tax any amount up to the monthly maximums set by the IRS. In some cases, the monthly maximum may not be enough to cover your transit expenses. Therefore, you may add post-tax dollars to your eflexTransit accounts.

For 2009, the maximum monthly pre-tax contributions are:

- \$230 for transportation
- \$230 for parking



this way to  
pre-tax  
savings

Your employer has selected [eflexgroup.com](http://eflexgroup.com) (eflex) to administer your Transit plan. Since 2000, eflex has been raising the bar in service for benefits administration.

If at any time you have questions or need assistance, contact eflex Customer Care toll free at 1.877.933.3539 or visit the online live support center at [www.eflexgroup.com](http://www.eflexgroup.com).

**Get on the road to tax savings  
Complete your enrollment  
form today**



### Personal Planning Worksheet

Use this worksheet to estimate the amount of eligible transit expenses for the upcoming plan year. Your estimated expenses can then be a guide to determine how much to contribute to the eflexTransit plan. When you're finished, simply transfer the total from this worksheet to the eflexTransit enrollment form. (This is not an enrollment form.)

Qualified expenses are separated into two accounts: **Mass Transit** and **Parking**. For compliance purposes, the accounts must be kept separate; funds can't be transferred between accounts. For example, funds set aside for Parking can't be used for Mass Transit and vice versa).

### Transit Passes

\_\_\_\_\_ Fare Card

\_\_\_\_\_ Tokens

\_\_\_\_\_ Voucher

\_\_\_\_\_ Other

\_\_\_\_\_ Commuter Highway Vehicle *(To be eligible, a commuter highway vehicle must carry at least six adults and at least 80% of its miles must be used in transporting employees to and from the place of employment.)*

\_\_\_\_\_ **Total for Mass Transit Expense**

### Parking Expenses

\_\_\_\_\_ On or near the employer's business

\_\_\_\_\_ At a location from where the employee commutes to work

\_\_\_\_\_ **Total for Parking Expense**

**Uncertain about whether an expense is an eligible?  
Just go to our Website at [www.eflexgroup.com](http://www.eflexgroup.com) and ask the Flexpert.**