

# WageWorks Commuter Benefits



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# What are Commuter Benefits?

- The IRS allows you to use pre-tax dollars to pay for your parking costs, up to a monthly limit. Using pre-tax funds saves you money on your commute costs
- Convenience and Savings To Help With Your Daily Commute
  - Monthly parking bills are paid automatically



# Eligible and Ineligible Parking Benefits

## Qualified Parking Benefits

Up to \$230 pre-tax per month



- Near your place of work
- Near a place from which you commute to work via mass transit
- Employer owned parking

## Ineligible Expenses

- |            |                 |         |            |
|------------|-----------------|---------|------------|
| ▪ Bicycles | ▪ Telecommuting | ▪ Taxis | ▪ Fuel/Gas |
| ▪ Carpools | ▪ Walking       | ▪ Tolls | ▪ E-Z Pass |

# What Are My Choices?

## Parking

- Pay My Parking
- Parking Card
- Pay Me Back Claims



# How Do I Enroll?

- Sign up whenever you choose, as it's a month by month program
  - Know that you can set up a recurring order if enrolled in time.
- Enroll online at [www.wageworks.com](http://www.wageworks.com) or by calling 1-877-WageWorks

# Deadlines

- The program has a monthly enrollment deadline of the 10th of the month
- Make changes or cancel anytime before 11:59 PM EST on the 10th of each month
- To participate for the first time, for the benefit month of February 2011, you will need to enroll between December 11<sup>th</sup> through January 10<sup>th</sup> 2011

# How Is It Paid For?

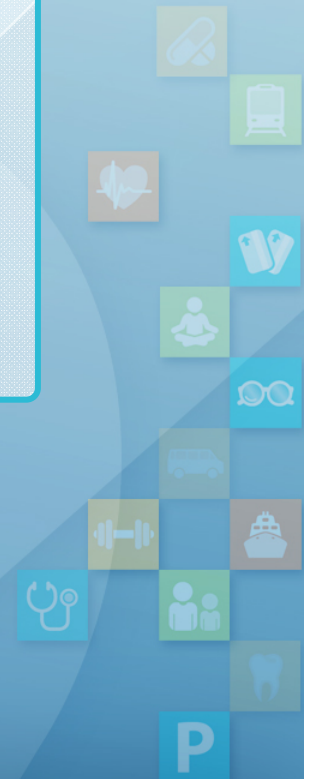
- If you place a recurring order for a \$270 a monthly parking space, then:
  - \$230 will be deducted from your pre-tax payroll each month
  - \$40 will be deducted from your post-tax payroll each month

| Example Costs, <u>WITH</u> WageWorks |                   |
|--------------------------------------|-------------------|
| Monthly Gross Salary                 | \$2,500           |
| Monthly Parking Payment              | \$270             |
| Taxable Income                       | \$2,230           |
| * Payroll Taxes (~38%)               | \$847.40          |
| <b>Net Paycheck</b>                  | <b>\$1,382.60</b> |

| <u>WITHOUT</u> WageWorks |                |
|--------------------------|----------------|
| Monthly Gross Salary     | \$2,500        |
| * Payroll Taxes (~38%)   | \$950          |
| <b>Net Paycheck</b>      | <b>\$1,550</b> |
| Monthly Parking Payment  | \$270          |
| <b>Net Paycheck</b>      | <b>\$1,280</b> |

| <u>SAVINGS</u> on \$270 per month |                |
|-----------------------------------|----------------|
| Monthly Savings                   | <b>\$87</b>    |
| Annual Savings                    | <b>\$1,048</b> |

# Open Your WageWorks Account



# Registering with WageWorks

- Go to [www.wageworks.com](http://www.wageworks.com) and register as a new participant
- Or call (877) WageWorks and talk to an operator

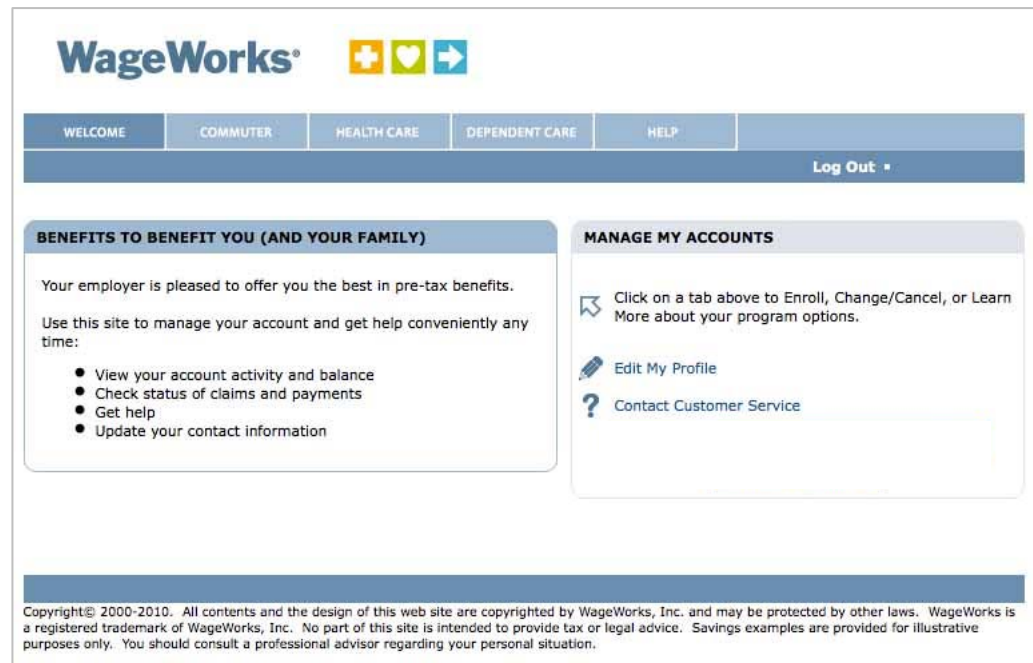
The screenshot displays the WageWorks website interface. At the top, the WageWorks logo is accompanied by three icons: a plus sign, a heart, and a right-pointing arrow. A navigation bar includes links for Participants/Employees, Clients/Employers, Brokers/Business Partners, and About WageWorks. An 'Employer Login' button is located in the top right corner.

The main content area is divided into two columns. The left column, titled 'Participant Login', contains a 'View Your Account' section with input fields for 'User Name' and 'Password', a 'LOG ON' button, and a link for 'Username/Password Help'. Below this is a 'Creative Benefits Users' section with a 'Login here' link, and a 'Sign Me Up!' section for 'First Time User?' with a 'Register with WageWorks now' link. The 'Participant Quicklinks' section on the left lists links for 'Eligible Expenses', 'Get Claim Form', 'Eligible Dependents', 'Calculate Savings', 'Card Use Verification FAQs', and 'Health Care Card FAQs'. At the bottom of the left column is a 'Contact Sales' section with a small icon and a link.

The right column features a large banner with the text 'This year, one million families will save over a billion dollars with WageWorks.' and a 'Welcome' message. Below the banner, there is a section titled 'The New WageWorks Web Site is Here!' with a link to 'click here' to provide feedback. A 'New IRS Health Care Card Rules Take Effect July 1, 2009' section follows, detailing the implementation of the IRS-approved system for pharmacies and drug stores. A 'WageWorks Compliance Chief Named President of SIGIS.' section is also present, announcing the appointment of Jody Dietel. A 'WageWorks Benefits Resource Center' box on the right provides a link to 'Register here' for employers to access free resources like whitepapers and regulatory analysis. The bottom of the page includes a copyright notice for 2010 WageWorks, Inc., a privacy policy link, a site map, and an RSS feed icon.

# WageWorks Participant Web Site

- Once you're logged in from [www.wageworks.com](http://www.wageworks.com), you'll come to the WageWorks Participant Web Site where you can place your commuter orders and manage your account



# Placing an Order

- The **COMMUTER** Tab provides the key links:
  - Place an Order
  - Modify/Cancel Order
- The **DASHBOARD** on the right shows any existing orders and key deadlines

The screenshot displays the WageWorks website interface. At the top, the WageWorks logo is followed by three icons: a plus sign, a heart, and a right arrow. Below this is a navigation bar with tabs: WELCOME, **COMMUTER**, HEALTH CARE, DEPENDENT CARE, and HELP. A 'Log Out' link is on the right. The main content area is titled 'COMMUTER OVERVIEW' and includes a 'Print Page' icon. It is divided into two main sections: 'MANAGE MY ACCOUNT' and 'ACCOUNT DASHBOARD'.

**MANAGE MY ACCOUNT** section includes links for: Place Commuter Order, Calculate Savings, Print Forms & Materials, View Program Info, Edit My Profile, and Contact Customer Service. A blue box on the right indicates '25 day(s) left to order for August'. Below these links are buttons for 'Go to: Health Care' and 'Dependent Care'.

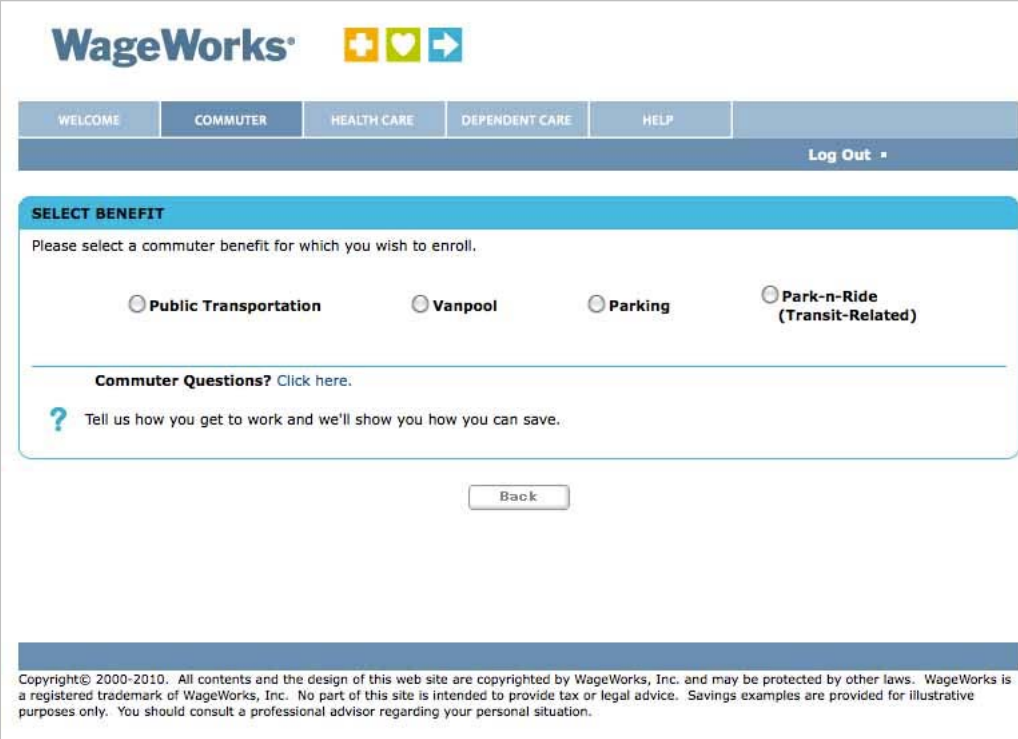
**ACCOUNT DASHBOARD** section shows the 'August Order' (Delivery by July 31st) and 'Order Payments'. The payments table shows Pre-Tax \$0.00, Post-Tax \$0.00, and a Total of \$0.00. It also displays 'Estimated Annual Savings: \$0.00' and a 'Deadline For August Order: 10-Jul-10 11:59 PM EST'.

**RECENT ACTIVITY** section has a table with columns: Date, Benefit, Description, Benefit Month, Amount, and Status. It states 'No Recent Transactions to report.'

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# Select the Type of Order

- Select the type of order needed
  - You may place multiple orders, starting each time from the COMMUTER tab



The screenshot shows the WageWorks website interface. At the top is the WageWorks logo and three icons: a plus sign, a heart, and a right arrow. Below this is a navigation bar with tabs: WELCOME, COMMUTER, HEALTH CARE, DEPENDENT CARE, and HELP. A 'Log Out' link is on the right. The main content area is titled 'SELECT BENEFIT' and contains the text 'Please select a commuter benefit for which you wish to enroll.' Below this are four radio button options: Public Transportation, Vanpool, Parking, and Park-n-Ride (Transit-Related). A link for 'Commuter Questions?' is provided. At the bottom of the form is a 'Back' button. A footer contains copyright information for 2000-2010.

**WageWorks** + ♥ →

WELCOME COMMUTER HEALTH CARE DEPENDENT CARE HELP Log Out

**SELECT BENEFIT**

Please select a commuter benefit for which you wish to enroll.

☐ Public Transportation ☐ Vanpool ☐ Parking ☐ Park-n-Ride (Transit-Related)

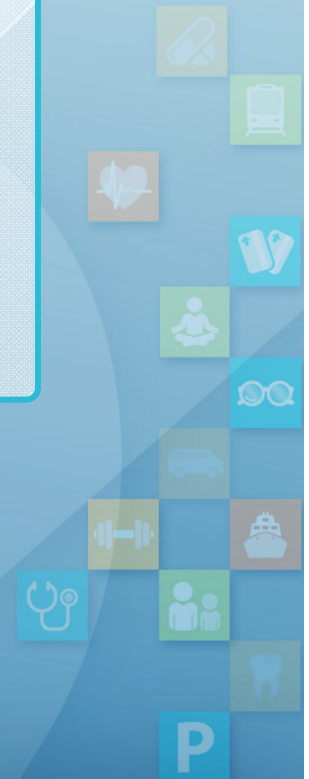
**Commuter Questions?** [Click here.](#)

? Tell us how you get to work and we'll show you how you can save.

Back

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# Placing a Parking Order



# Parking Options

## 1. Pay My Parking

- Similar to an electronic bill payment service
- You indicate the garage and dollar amount you would like WageWorks to send a payment to on a monthly basis, in line with your lease agreement with the garage operator
- WageWorks enables pre-tax payments & the convenience of bills being paid for you
  - Just remember to set up any price changes by the monthly deadline ahead of the payment increase



# Parking Options

## 2. Parking 'Pay Me Back' (Pre-tax only)

- Manual claim process for times when you would rather pay for Parking yourself and then submit a claim form and receipts (NOT applicable for Transit)
- Those who pay cash for parking and have no receipts (e.g. Parking meters, cash box lots, may submit a claim online)
- Claims may be submitted up to 180 days after the expense was incurred (even if you are on a leave of absence or have left the company)
- If a claim is not received within 180 days, the monthly election is converted into credits to reduce your next payroll deduction

The image shows a WageWorks Commuter Benefits form titled 'Pay Me Back'. It includes a barcode, a table for recording expenses, and instructions for claiming parking costs. The form is designed for employees to track and claim pre-tax payments for parking expenses.

# Parking Options

## 3. WageWorks Parking Card

- A Parking-only debit card that can be used at parking-only facilities that accept credit cards
- Cards are recharged automatically on the last of the month prior to each benefit month (i.e. January 31st for February commuting benefits)
- Unused funds remain on the card for future use
- A great option for commuters who park in different lots each day or who don't have a monthly leasing agreement with a specific garage



# Select Parking Option

- Having selected Parking as the order type, select the type of parking option required

**WageWorks**

WELCOME COMMUTER HEALTH CARE DEPENDENT CARE HELP Log Out ▾

**SELECT PARKING OPTION**

☐ I pay for a monthly parking permit or pay for parking once per month.

☐ I pay for parking with a debit or credit card.

☐ I pay for parking on a non-monthly basis (e.g. daily, weekly, quarterly or annually).

☐ I park at a meter or cash box.

☐ I park at different places throughout the month.

? Tell us how you get to work and we'll show you how you can save.  
**Parking Questions?** [Click here.](#)

Back

# Select A Parking Facility

- The parking facilities presented are based on your work zip code entered
  - At this point you should be able to view all locations assigned to that zip code
  - Otherwise enter another zip code or select parking provider by name

WELCOME COMMUTER HEALTH CARE DEPENDENT CARE HELP | Log Out

QUICK LINK Go To:  Select One... For Program:  Select One... Go

PROVIDER >> CONTACT >> REVIEW & PLACE ORDER >> DONE

### SELECT YOUR FACILITY LOCATION

Below is a list of parking providers near your workplace (using the work zip code you have provided). Please select your provider from this list or use the search fields at the bottom of the page to search for more providers or narrow your search.

ZIP:  Search

Click on a name to select from the 9 parking provider(s) that match your criteria:

First | Previous | Next | Last # of Rows: 10 Page: 1 of 1

| Parking Provider | Facility Location | Payment Address |
|------------------|-------------------|-----------------|
|------------------|-------------------|-----------------|

27 days left to order for February

Internet 100%

# Provide Location & Payment Address Details

- For Other Sites Not Listed on the Standard Parking Website
  - Use your lease agreement information to correctly enter the parking payment details
  - Note that the parking location and payment addresses are often not the same

**WageWorks®**

WELCOME | COMMUTER | HEALTH CARE | DEPENDENT CARE | HELP | Log Out ▾

PROVIDER >> PAYMENT >> CONTACT >> REVIEW & PLACE ORDER >> DONE

### SET UP YOUR PARKING PAYMENT

Please fill out the form below which will tell us where you park and where to send your monthly parking payment. This convenient payment service eliminates the need for you to submit receipts for your parking expenses. Your payment will be sent to your provider so it is received before the first day of each benefit month. You can change or cancel this payment in the future.

The Payee Name indicates the name that should appear on the check sent to your parking provider which may or may not be the same as the name of the facility.

**Location (Where you park?)**

☐ Is Location address same as payment address below?

Parking Facility Name: \*   
(e.g., Market Square Garage)

Facility Address or Street Intersection: \*

City: \*

State: \*

ZIP: \*

**Payment Address**

Payee: \*

Payment Address: \*

City: \*

State: \*

ZIP: \*

Phone: \*  -  -  Ext.

25 days left to order for August

# Provide Payment Details

- Enter the monthly amount and account number from your leasing agreement




WELCOME
COMMUTER
HEALTH CARE
DEPENDENT CARE
HELP
Log Out

PROVIDER >> **PAYMENT** >> CONTACT >> REVIEW & PLACE ORDER >> DONE

### SETUP YOUR PAYMENT

Tell us how much you pay your parking provider each month and we will send a payment to your parking provider on your behalf. This convenient payment service eliminates the need for you to submit receipts for your parking expenses. Your payment will be sent to your provider so it is received before the first day of each benefit month.

**Payment Address:**

**Facility Location:**

Monthly Payment: \* \$

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Account #: \*

Key Card #:

Invoice #:

License Plate:

Frequency: ☒ Every Month ☐ One Month Only

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**Enter whatever info is required by your provider to accompany your payment.** Check your invoice to be sure.

Select **Every Month** and you'll automatically get the same order every month until you change or cancel it.

? **Don't pay your provider monthly?** [Click here.](#)

**Parking Benefit FAQs** - [Click here](#)

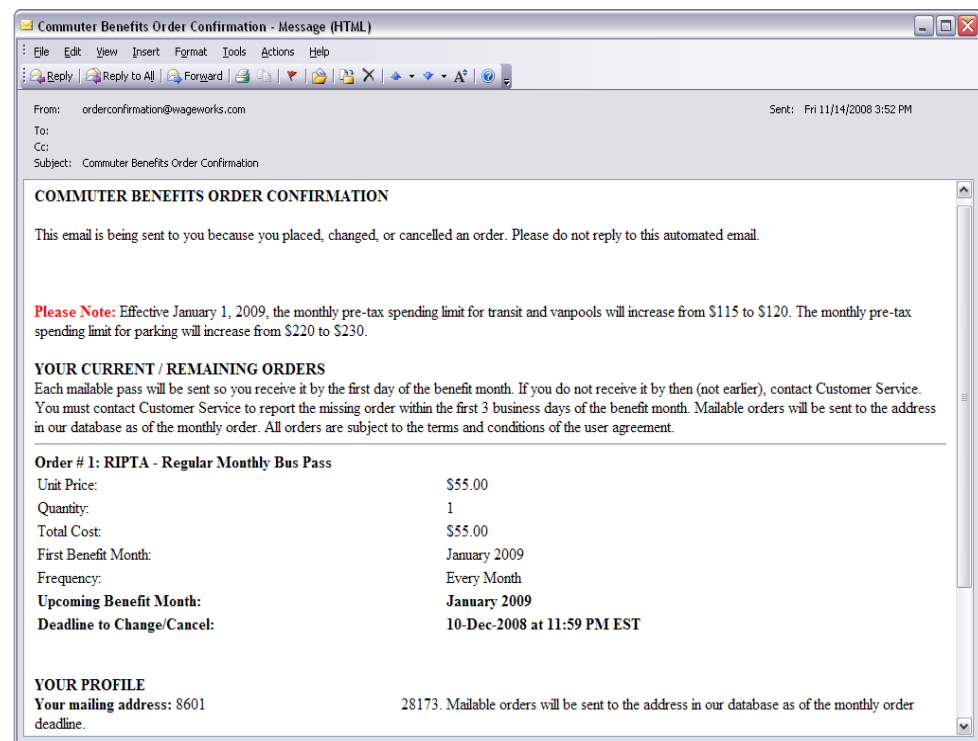
**Questions about the Pay My Parking service?** [Click here.](#)

25 days left to order for August

Back
Cancel
Next

# Finally, the Confirmation Email

- Always validate your mailing address in the order confirmation email and monthly reminder
- This is the address to which your pass will be sent
- Often when someone moves, this is the reminder that their transit order needs to be updated



# Have Questions? Need Help Enrolling?

- Visit the WageWorks Web site [www.wageworks.com](http://www.wageworks.com)
- Call our Customer Service at 877-924-3967  
(Representatives are available Monday through Friday,  
8 am to 8 pm Eastern Time)



# Thank You

