

## COMMUTER CHOICE Parking

**Why enroll in a Commuter Choice Parking Account? To reduce your taxable income and put more money in your pocket!** A Commuter Choice parking account helps reduce the strain on your paycheck from work related parking expenses. Section 132 of the Internal Revenue Service (IRS) code allows you to use pre-tax dollars, up to a monthly maximum, for eligible parking expenses. Benefit Strategies, LLC makes it easy for you to take advantage of this pre-tax benefit and start saving money!



You simply decide how much money you need for work related parking expenses each month. The amount within the monthly pre-tax maximum will be deducted from your paycheck, prior to Federal, State and FICA taxes being calculated. You pay less in taxes so you save money! Your monthly election amount will continue throughout the plan year unless you decide to reduce, increase or stop your election.

ELIGIBLE EXPENSES INCLUDE	INELIGIBLE EXPENSES INCLUDE
✓ Work related mass parking costs incurred at or near your worksite	✗ Parking expenses that are not work related
✓ Work related parking costs incurred at or near the place from which you commute to work by any means	✗ Parking at an airport for air travel

### Using Your Commuter Choice Parking Account Funds:

When you enroll in a Parking Account, you can elect to receive a FLEXEXPRESS® card which looks and works like a typical debit card, making the process as easy as possible. There are no up-front payments, and charges are automatically deducted from your Parking Account balance.

If you have used your own funds to pay for parking you have two options for requesting reimbursement:

- 1) Log in to your Benefit Strategies account at [benstrat.com](http://benstrat.com) and look for the link to file a claim. If you have a receipt, you can scan and save it and then browse to upload it through the web site. If you don't have a receipt, you will need to provide the following information: the month in which you parked; the name of the parking provider; the total amount to be reimbursed.
- 2) Complete our Parking Benefit Plan Reimbursement Request Form. You can find this on [benstrat.com](http://benstrat.com) or contact us at 1-888-401-FLEX (3539) to have one sent to you.

### Access Your Commuter Choice Parking Account

**Online** – You will be sent information regarding your secure online portal. There you can set up text message alerts, view transaction history, account balance, and more.

**Mobile Application** – Download our mobile application by searching Benefit Strategies on your iPhone, Android and tablet devices to access information on the go!

### Contact Customer Service through the method that works best for you!

Customer service representatives are available to help you Monday – Thursday 8 am to 6 pm, and Friday 8 am to 5 pm Eastern Time. Please choose the best option that fits your needs:

- Language Translators are available, please call for details
- Call toll free 1-888-401-3539
- Email [info@benstrat.com](mailto:info@benstrat.com)
- Automated system available through our toll free number at all times
- Please visit our website at [benstrat.com](http://benstrat.com): online chat available