



ATTENTION ALL EMPLOYEES:

Want to save money on your monthly commuter transit expenses?

So, What Is It?

The Transit Expense Plan enables you to avoid taxes on the money you use to pay for work-related parking or transit. Depending on your tax bracket, you could save up to 40% on state, federal and FICA taxes.

How Does It Work?

Estimate the money you expect to pay for commuter transit expenses and have that dollar amount withheld from your paychecks pre-tax each month. You can even specify an amount to use for occasional bus or Metro Rail travel. The money you elect to be withheld from your paycheck is credited to an account in your name that is used to pay for your parking or transit expense.

For Example:

Let's assume you spend \$100.00 per month in transit expenses to commute to work. This expense is inevitable for you because you travel to work every day. The average person's tax bracket is about 30%, meaning they have to make \$130.00 in income to be able to take home \$100.00 as disposable income after tax deductions have been made.

By signing up for the Transit Expense Reimbursement Plan, \$100.00 will be withheld from your paychecks over a month-long period pre-tax, so you never have to pay the state, federal and FICA taxes on your parking or transit expenses! If you fall within a 30% tax bracket this will save you \$30 every month!

Have We Caught Your Interest?

See your company's Human Resources Department to inquire about this exciting money-saving program being offered!

Questions? We have answers.

Q: Will I have to pay taxes on the amount withheld from my salary to pay for my parking expenses?

A: No, these amounts will not be included in your taxable income.

Q: Will I receive a debit card with this account?

A: Yes, if you enroll in this plan you will receive a debit card that must be used to pay for your commuter transportation expenses. Employees who enroll in a Flexible Spending Account (FSA) and the Transit Account will receive one debit card for both accounts. If you are currently enrolled in the FSA and enroll in the Transit Account, your election amount will be automatically added to your current debit card.



NEW: Due to new IRS regulations, effective January 1, 2016, you will no longer be able to submit claims for your transit expenses. You must use your debit card for all transit purchases. Transit participants will be allowed additional time to submit claims for cash reimbursements in the form of a check or ACH for 2015 transit expenses from January 1, 2016 through March 31, 2016.

Q: What is the maximum amount of pre-tax transit reimbursement I can receive?

A: The maximum amount of pre-tax transit reimbursement that you may receive is \$255 per month.*

Q: If the cost of my transit increases or decreases, can I change the amount of my election?

A: You may change the amount of your salary withholding for transit each month, with any change you make becoming effective with the first pay period beginning on or after the following month.

Q: What happens if I leave my current employer?

A: Should you leave employment with SJU, debit cards will remain active until the last day of the month in which you actively work. After this time, cards will be deactivated.

P&A Customer Service Information

P&A's Customer Service Representatives

Call (800) 688-2611 to speak with a representative Monday - Friday, 8:30AM to 10:00PM ET.

Live Online Chat

Live online chat is a real-time messaging system that's available to you at the click of a button. When you visit P&A's website at www.padmin.com, locate the live chat button and click on it to speak with a P&A representative online from Monday - Friday, 8:30AM to 10:00PM ET.

SMS Text Messaging Feature

Update your P&A profile with your mobile number. Text **BAL** to the number 70626 and get a text message with your real-time account balance.

*Amount based on IRS pre-set maximums for the year 2016.