

# The WageWorks Commuter Plan

## Important Notice for Commuter Participants

### Important Changes to the State of Illinois Commuter Savings Program New Elections are required for November!

The Commuter Savings Program (CSP) for State of Illinois employees will be administered by WageWorks, Inc., formerly Fringe Benefits Management Company/WageWorks (FBWW), beginning with the November 2013 benefit month. All eligible employees who would like to continue to participate in the commuter program will need to re-enroll directly with WageWorks between September 16 and October 10, 2013, to in enroll in the November benefit month.

**IMPORTANT** – All CSP participants **must** re-enroll through the WageWorks website in order to continue enrollment in the program.

#### HOW TO ENROLL

**Beginning September 16, 2013, all State employees interested in receiving a CSP benefit for November must place a new transit and/or parking order through WageWorks. Please visit the WageWorks website at [www.wageworks.com](http://www.wageworks.com), click on “Register with WageWorks now” and complete the information requested to create your online user account. When asked for your ID Code in the self-identification process, enter the last four digits of your social security number. Please note, if you have already logged in to the WageWorks site you do not need to re-register, simply sign in.**

**Transit and/or Parking orders for November must be placed no later than October 10, 2013, at 10:59pm CT. You will receive your November transit pass and/or commuter card by the end of October.**

#### ENROLLMENT INSTRUCTIONS

1. From the Dashboard page, click on “Enroll in Commuter”.
2. Choose your commuting type – transit, vanpool, or parking.
3. Follow the prompts to complete your order – transit and parking option details listed below.
4. You can place another order by clicking on “Place Commuter Order” on the Commuter Program Details page.

#### TRANSIT OPTIONS

**Transit Passes** – You can order your specific transit pass from WageWorks and it will be mailed directly to your home.

**Transit Commuter Card** – WageWorks offers a reusable stored-value card that can be used just like a debit card to purchase transit tickets/passes at transit authorities/stations that accept credit cards. This is a convenient option if you need additional flexibility about where and when you purchase your transit pass or fare media. This card is loaded with your monthly election amount on the 20<sup>th</sup> of the month prior to the benefit month.

#### PARKING OPTIONS

**Parking Commuter Card** – WageWorks offers a reusable stored-value card that can be used to pay for parking expenses at parking garages and lots. In general, your Commuter Card should work at merchants that are considered to be parking garages and lots by the VISA® card network (e.g., a parking company or parking operator, such as, ACME Parking).

If your parking facility doesn't accept credit cards, you may elect either the *Pay My Provider* feature or the *Pay Me Back* feature, described below:

**Pay My Provider** – If you have a monthly parking arrangement, WageWorks can provide direct payment to your parking facility on your behalf. Just select how much you pay to park and provide your parking details. WageWorks will take care of the rest.

**Pay Me Back** – WageWorks also offers a claim reimbursement option for parking. You can pay out-of-pocket parking expenses each month and submit a claim to WageWorks for reimbursement up to the benefit amount elected. **IMPORTANT:** *Please note, the Pay Me Back option does not apply to transit — it is available for parking only.*

## MONTHLY ORDER DEADLINE

The monthly ordering deadline will continue to be the 10th day of the month prior to the month for which you are seeking benefits (For example, December 10<sup>th</sup> is the ordering deadline for January orders). As before, you may elect a recurring order, which will be fulfilled every month, or you can submit one-time orders. You can also make changes in your monthly benefit election, if needed, as long as you meet the ordering deadline of the 10<sup>th</sup> day of the month preceding your benefit month.

## PAYROLL DEDUCTIONS

The IRS monthly pretax benefit limits for the 2013 calendar year are \$245 for parking and \$245 for transit. Monthly commuter orders are limited to these pretax limits. Payroll deductions for your monthly order will be divided equally among your paychecks in the benefit month (i.e., deductions for your November order will be taken out of the November payrolls, which may be checks issued in December for certain payrolls).

## UNUSED “SHOPPING CART” CREDITS

Any unused transit or parking “Shopping Cart” credits in your current myFBMC account on December 31, 2013, will be loaded to your WageWorks account and will be used to reduce your future monthly pretax deductions. Per IRS rules, refunds cannot be given for “Shopping Cart” credits.

## CURRENT PARKING REIMBURSEMENT PARTICIPANTS

If you are currently enrolled in the Commuter Savings Program and have a balance remaining in your myFBMC parking reimbursement account, you must file a claim for the balance by **December 31, 2013**, in order to be reimbursed for any parking expenses incurred through October 31, 2013. **If your account balance has not been claimed by December 31, 2013, your account balance will be forfeited.**

To file for reimbursement, log in to your account on [www.myFBMC.com](http://www.myFBMC.com). Click on the **My Account** tab, then in the drop down menu select the **Submit Online CSP Claim** link. On the **CSP Reimburse Me** page, select the **REIMBURSE ME** link for any month you'd like to claim a parking reimbursement.

## FIND OUT MORE INFORMATION

Beginning September 16, 2013, if you have any questions about the Commuter Savings Program, such as using the WageWorks Commuter Card, transit passes or submitting parking claims, call the WageWorks Customer Service Team at 855-428-0446. Representatives will be available to help you Monday through Friday from 7:00 a.m. to 7:00 p.m. Central Time. Learn more about creating an online account, using all the features available to you and tips for making the most of your Commuter Savings Program by downloading a copy at [www.benefitschoice.il.gov](http://www.benefitschoice.il.gov), then click on the Commuter Savings Program quick link on the right side of the screen. Need a printed copy of the CSP User's Guide? Send a request to [CSPguide@wageworks.com](mailto:CSPguide@wageworks.com).