



Commuter Choice Transit and Parking Pre-Tax Benefits For MCGEO and Unrepresented Employees



MCGEO and unrepresented employees may enroll in the Commuter Choice Transit and Parking pre-tax benefit programs using monthly payroll deductions to participate to pay for mass transit and parking expenses related to work. These programs are open to MCGEO and unrepresented employees only; spouses and dependents are not eligible to participate.

How the benefit programs work

- Individuals must submit their enrollment form for the Commuter Choice Transit and Parking pre-tax benefit programs by the 10th of the month to participate in the program on the 1st day of the following month. Complete the online enrollment form (<https://tinyurl.com/2018ActiveElectionForm>) and use the *COMMUTER BENEFITS* section on page 2.
- Payroll contributions are deducted from your paycheck the first two pay periods of each month prior to calculation of Federal, State and FICA taxes. So, participants pay less in taxes each pay period.
- Amounts deducted from individual pay checks are deposited into the applicable pre-tax account.
- Participants can only use the funds contributed through payroll deductions. Funds must be used within 180 days of the date they are incurred.
- Newly enrolled program participants receive a FLEXEXPRESS® debit card to purchase a mass transit pass or to pay for parking expenses. The purchased amounts for a transit pass or for parking expenses are deducted from the employee's account. If an employee is already enrolled in the benefits program(s), additional funds are added to the employee's FLEXEXPRESS® debit card.
- Employees currently enrolled in the County's Get-In Program cannot contribute above the limits posted (see p.2 of this document) since contributions to the Get-In Program count toward the limits.

IMPORTANT: Employees who use the Washington Metropolitan Transit Area Authority (WMATA) metro rail system will need to purchase or reload fare cards, obtain receipts and file a claim for reimbursement. WMATA does not allow use of the debit card to purchase Metro fare cards or passes.

MCGEO County Employees	Unrepresented Employees
<p>MCGEO employees are limited to a maximum total amount of \$230 per month for the combined Commuter Choice Transit and Parking pre-tax benefit programs.</p>	<p>Commuter Choice Transit Pre-Tax Benefit Program</p> <ul style="list-style-type: none"> Individuals may contribute a maximum total amount of \$260 per month.
	<p>Parking Pre-Tax Benefit Program</p> <ul style="list-style-type: none"> Individuals may contribute a maximum total amount of \$260 per month.

Features of the benefit programs

Eligible Expenses

- Commuter/mass transit expenses include work-related mass transit expenses such as bus, light or regional rail, streetcar, trolley, subway or ferry, UberPOOL, Vanpool, or Lyft Line.
- Parking expenses include Metro lot parking expenses for employees who ride Metro.

Ineligible Expenses

- Transit or parking expenses for spouses and dependents
- Taxi, limousines and airline flights
- Expenses incurred for traveling from an office to business meetings
- Mileage and tolls
- Claims submitted more than 180 days after the expense is incurred

Questions

If you have questions, please contact the MC311 OHR Customer Care Center, Monday through Friday from 8 a.m. to 5 p.m. at 240-773-OHR1 (240-773-6471).

Questions that MC311 cannot answer are immediately routed via a service request to the OHR Health Insurance Customer Care Center, Monday through Friday, which is open from 8 a.m. to 5 p.m.