



How to Enroll in Commuter Benefits



Step by Step Guide to Enrolling in a Commuter Benefit

HOW DO I ENROLL IN A COMMUTER BENEFIT?

First, navigate to the Flexible spending and reimbursement accounts summary page and select any eligible transit or parking commuter benefit. Begin the enrollment process by selecting the “Enroll in Commuter” button.



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⚠ 5 receipt(s) needed to approve your debit card transaction(s) or claim(s) [View More](#) ✕

Tasks 2

⚠ 5 receipt(s) needed to approve your debit card transaction(s) or claim(s) ?

To get your money faster, set up a bank account for direct deposit

Commuter benefit enrollments and/or updates to existing elections must be completed by the 25th of the month to be effective the following month.

I Want To:

Reimburse Myself

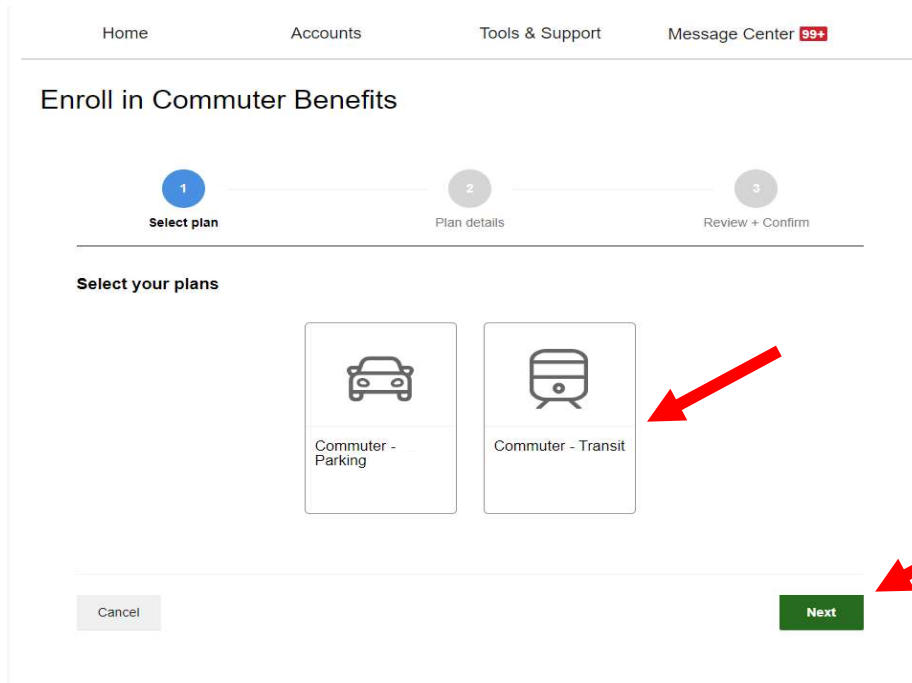
Send Payment

Enroll in Commuter

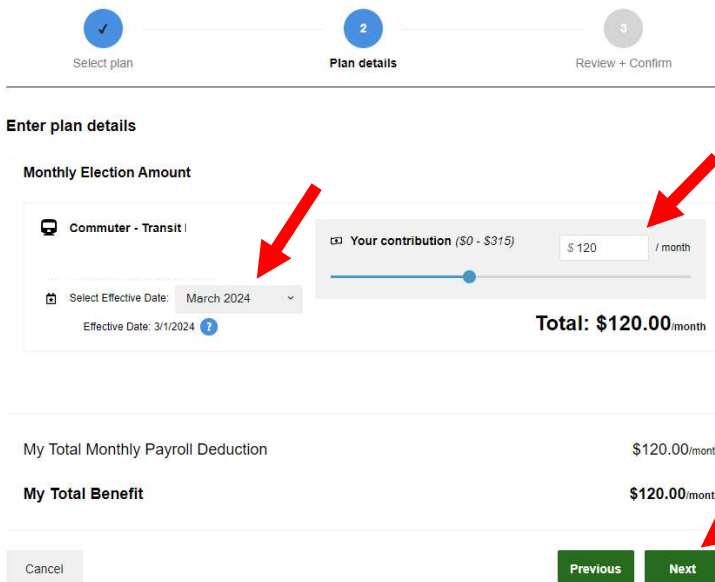


Choose your Commuter plans and continue by clicking “next”.

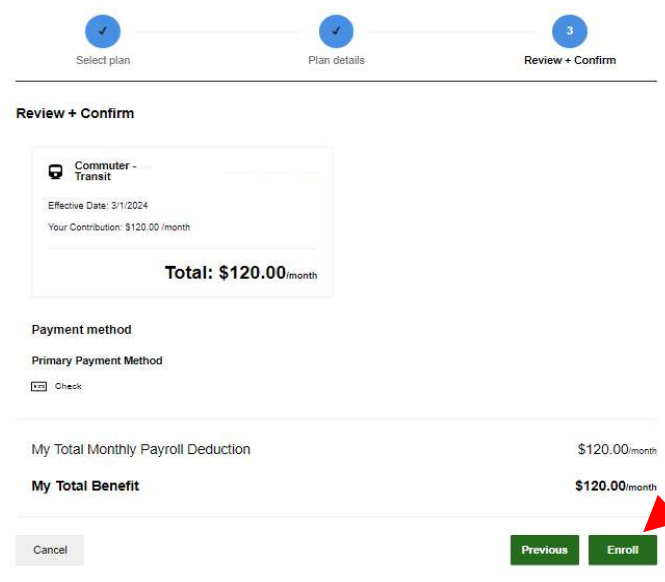
Choose your Commuter plans and continue by clicking “next”.



Enroll in Commuter Benefits



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Enrollment Complete.

You will return to the Home Page by selecting the “Return Home” button.



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Enroll in Commuter Benefits



You have Successfully Enrolled!

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ELECTIONS AND SPENDING

The Internal Revenue Service (IRS) sets maximum monthly pre-tax deduction, and it is typically adjusted annually; these limits reflect the maximum monthly limit that may be excluded from an employee's income for qualified commuter benefits.

- Unused amounts can be carried over
- Funds are available based on your payroll deduction cycle.
- The employee can track account activity on NetBenefits.com

HOW THE NETBENEFITS COMMUTERCARD® WORKS WITH COMMUTER BENEFITS

The NetBenefits CommuterCard® maintains separate accounts or "purses" of pre-tax money for parking and transit directing the card transaction to the appropriate purse based on the Merchant Category Code (MCC) at the point of sale. The card cannot be used at alternative outlets, such as restaurants and grocery stores.

The amount of available funds on the card must cover the entire mass transit or parking expense or the transaction will be declined. You may split the cost by swiping your card for the exact available amount and then pay for the remaining amount with an alternate form of payment.

The NetBenefits CommuterCard® can be used for mass transit passes, tokens or fare cards purchased at a valid transit fare terminal with a valid transit election. The card helps with parking expenses for any type of vehicle at or near your work location or at or near a location from which you commute using mass transit.

