

WageWorks Commuter Benefits



What are Commuter Benefits?

- **The IRS allows you to use pre-tax dollars to pay for your parking costs, up to a monthly limit. Using pre-tax funds saves you money on your commute costs**
- **Convenience and Savings To Help With Your Daily Commute**
 - Monthly parking bills are paid automatically



Eligible and Ineligible Parking Benefits

Qualified Parking Benefits

Up to \$240 pre-tax per month 

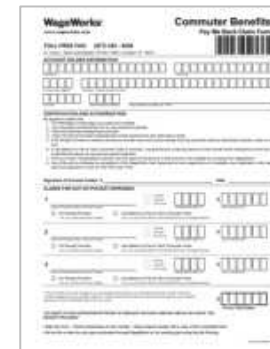
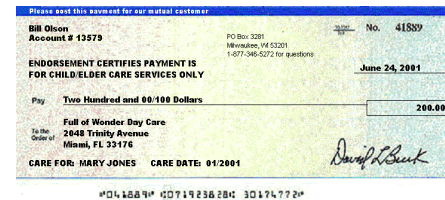
- Near your place of work
- Near a place from which you commute to work via mass transit
- Employer owned parking

Ineligible Expenses			
▪ Bicycles	▪ Telecommuting	▪ Taxis	▪ Fuel/Gas
▪ Carpools	▪ Walking	▪ Tolls	▪ E-Z Pass

What Are My Choices?

Parking

- Pay My Parking
- Parking Card
- Pay Me Back Claims



How Do I Enroll?

- Sign up whenever you choose, as it's a month by month program
 - Know that you can set up a recurring order if enrolled in time.
- Log on through Wells Fargo Teamworks to access your WageWorks account or go to www.wageworks.com directly
- Enroll online at www.wageworks.com or by calling 1-877-WageWorks (Monday – Friday 8 am to 8 pm ET)

Deadlines

- The program has a monthly enrollment deadline of the 10th of the month prior to the benefit month, i.e. **September 10th** for **OCTOBER** benefits
- Make changes or cancel anytime before 11:59 PM EST on the 10th of each month for the upcoming benefit month
- To participate for the first time, for the benefit month of **February 2012**, you will need to enroll between **December 11th** through **January 10th 2012**

How Is It Paid For?

- If you place a recurring order for a \$270 a monthly parking space, then:
 - \$240 will be deducted from your pre-tax payroll each month
 - \$30 will be deducted from your post-tax payroll each month

Example Costs, <u>WITH</u> WageWorks	
Monthly Gross Salary	\$2,500
Monthly Parking Payment (pre tax)	\$240
Taxable Income	\$2,260
• Payroll Taxes (~38%)	\$858.80
• Monthly Parking-Post Tax	\$30.00
Net Paycheck	\$1,371.20

<u>WITHOUT</u> WageWorks	
Monthly Gross Salary	\$2,500
* Payroll Taxes (~38%)	\$950
Net Paycheck	\$1,550
Monthly Parking Payment	\$270
Net Paycheck	\$1,280

SAVINGS on \$270 per month	
Monthly Savings	\$91.20
Annual Savings	\$1,094.40

Open Your WageWorks Account



Registering with WageWorks

- Log on through Wells Fargo Teamworks while at work to access your WageWorks account
- Or go to www.wageworks.com directly from home or on your mobile phone and register as a new participant
- Or call (877) WageWorks and talk to an agent

WageWorks

Employer Login

Participants/Employees | Clients/Employers | Brokers/Business Partners | About WageWorks

Participant Login

View Your Account

User Name

Password

LOG ON

[Username/Password Help](#)

Creative Benefits Users
[Login here](#)

Sign Me Up!
 First Time User?
[Register with WageWorks now](#)

Participant Quicklinks

- ▶ [Eligible Expenses](#)
- ▶ [Get Claim Form](#)
- ▶ [Eligible Dependents](#)
- ▶ [Calculate Savings](#)
- ▶ [Card Use Verification FAQs](#)
- ▶ [Health Care Card FAQs](#)

Contact Sales

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[Privacy Policy](#) | [Site Map](#)

This year, one million families will save over a billion dollars with WageWorks.

Welcome

The New WageWorks Web Site is Here!

Like what you see? Have a comment or suggestion? Please [click here](#) to tell us what you think.

New IRS Health Care Card Rules Take Effect July 1, 2009

Starting July 1, 2009 pharmacies and drug stores* will be added to the list of merchants required to have an IRS approved inventory system in place to be able to accept the WageWorks Health Care Card.

Now everywhere you shop with the Card for FSA eligible over the counter items and prescriptions must have the IRS-approved system. Please visit www.sigis.com for the most up-to-date list of approved merchants and wageworks.com/card for tips and guidance on using your Card. [\[More\]](#)

WageWorks Compliance Chief Named President of SIGIS.

SAN MATEO, CA – June 22, 2009 – WageWorks, the nation's leading provider of consumer-directed health care, wellness, commuter, and employer-sponsored benefits for FORTUNE 1,000 companies, announced today that its Compliance Officer Jody Diemel has been named president and chair of the Special Interest Group for IAS Standards (SIGIS).

SIGIS is the industry group responsible for the establishment and maintenance of an industry standard for operating an inventory information approval system (IIAS) solution, which is required by the IRS for flexible spending account (FSA) and health reimbursement arrangements (HRA) cards to continue to be used at non-health care merchants. The group's members include more than 5,000 retailers, acquirer processors, payment card networks, issuer processors, and third-party administrators. [\[More\]](#)

WageWorks Benefits Resource Center

Employers: [Register here](#) to access these free resources: whitepapers, regulatory analysis, compliance briefings, guidance, and etc.

WageWorks Participant Web Site

- Once you're logged into your WageWorks account, click on the **COMMUTER** tab and click on Place Commuter Order, Change or Cancel your Commuter orders.

The screenshot shows the WageWorks participant web site interface. At the top left is the WageWorks logo with three icons: a plus sign, a heart, and a right-pointing arrow. Below the logo is a navigation bar with tabs for WELCOME, COMMUTER, HEALTH CARE, DEPENDENT CARE, and HELP. A Log Out button is located on the right side of the navigation bar. The main content area is divided into two columns. The left column is titled "BENEFITS TO BENEFIT YOU (AND YOUR FAMILY)" and contains a message: "Your employer is pleased to offer you the best in pre-tax benefits. Use this site to manage your account and get help conveniently any time:" followed by a bulleted list: "View your account activity and balance", "Check status of claims and payments", "Get help", and "Update your contact information". The right column is titled "MANAGE MY ACCOUNTS" and contains three links: "Click on a tab above to Enroll, Change/Cancel, or Learn More about your program options.", "Edit My Profile", and "Contact Customer Service". At the bottom of the page, there is a copyright notice: "Copyright © 2000-2010. All contents and the design of this web site are copyrighted by WageWorks, Inc. and may be protected by other laws. WageWorks is a registered trademark of WageWorks, Inc. No part of this site is intended to provide tax or legal advice. Savings examples are provided for illustrative purposes only. You should consult a professional advisor regarding your personal situation."

Placing an Order

- The **COMMUTER** Tab provides the key links:
 - Place an Order
 - Modify/Cancel Order

- The **DASHBOARD** on the right shows any existing orders and key deadlines

The screenshot displays the WageWorks user interface. At the top, there is a navigation bar with tabs for WELCOME, **COMMUTER**, HEALTH CARE, DEPENDENT CARE, and HELP. A 'Log Out' button is located on the right side of the navigation bar. Below the navigation bar, the 'COMMUTER OVERVIEW' section is visible, featuring a 'MANAGE MY ACCOUNT' sidebar with links for Place Commuter Order, Calculate Savings, Print Forms & Materials, View Program Info, Edit My Profile, and Contact Customer Service. A prominent message states '25 day(s) left to order for August'. To the right, the 'ACCOUNT DASHBOARD' shows an 'August Order' (Delivery by July 31st) with a 'Don't miss out. Place your order today.' message. The 'Order Payments' section shows Pre-Tax \$0.00, Post-Tax \$0.00, and a Total of \$0.00. Below this, it indicates 'Estimated Annual Savings: \$0.00' and a 'Deadline For August Order : 10-Jul-10 11:59 PM EST'. At the bottom, the 'RECENT ACTIVITY' section is empty, displaying 'No Recent Transactions to report.' with a table header for Date, Benefit, Description, Benefit Month, Amount, and Status. A footer contains copyright information for WageWorks, Inc. from 2000-2010.

Select the Type of Order

- Select the type of order needed
 - You may place multiple orders, starting each time from the COMMUTER tab

WageWorks

WELCOME COMMUTER HEALTH CARE DEPENDENT CARE HELP Log Out

SELECT BENEFIT

Please select a commuter benefit for which you wish to enroll.

Public Transportation Vanpool Parking Park-n-Ride (Transit-Related)

Commuter Questions? [Click here.](#)

? Tell us how you get to work and we'll show you how you can save.

Back

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Placing a Parking Order



Parking Options

1. Pay My Parking

- Similar to an electronic bill payment service
- You indicate the garage and dollar amount you would like WageWorks to send a payment to on a monthly basis, in line with your lease agreement with the garage operator
- WageWorks enables pre-tax payments & the convenience of bills being paid for you
 - Just remember to set up any price changes by the monthly deadline ahead of the payment increase



Parking Options

2. Parking 'Pay Me Back' (Pre-tax only)

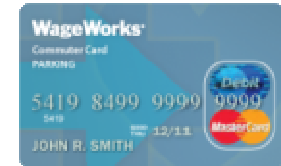
- Manual claim process for times when you would rather pay for Parking yourself and then submit a claim form and receipts (NOT applicable for Transit)
- Those who pay cash for parking and have no receipts (e.g. Parking meters, cash box lots, may submit a claim online)
- Claims may be submitted up to 180 days after the expense was incurred (even if you are on a leave of absence or have left the company)
- If a claim is not received within 180 days, the monthly election is converted into credits to reduce your next payroll deduction

The image shows a 'WageWorks Commuter Benefits' form. It includes a header with the WageWorks logo and 'Commuter Benefits' text. Below the header, there are several sections with checkboxes and input fields for claiming expenses. The form is titled 'Pay Me Back' and includes a barcode. The sections include 'I would like to claim the following expenses', 'I would like to claim the following expenses', and 'I would like to claim the following expenses'. There are also sections for 'Number of employees' and 'Number of employees'.

Parking Options

3. WageWorks Parking Card






- A Parking-only debit card that can be used at parking-only facilities that accept credit cards
- Cards are recharged automatically on the last of the month prior to each benefit month (i.e. January 31st for February commuting benefits)
- Unused funds remain on the card for future use
- A great option for commuters who park in different lots each day or who don't have a monthly leasing agreement with a specific garage



Select Parking Option

- Having selected Parking as the order type, select the type of parking option required

The screenshot shows the WageWorks website interface. At the top, the WageWorks logo is followed by three icons: a plus sign, a heart, and a right-pointing arrow. Below the logo is a navigation bar with tabs for WELCOME, COMMUTER, HEALTH CARE, DEPENDENT CARE, and HELP. A Log Out button is located on the right side of the navigation bar. The main content area is titled 'SELECT PARKING OPTION' and contains five radio button options, each with an icon and a description:

-  I pay for a monthly parking permit or pay for parking once per month.
-  I pay for parking with a debit or credit card.
-  I pay for parking on a non-monthly basis (e.g. daily, weekly, quarterly or annually).
-  I park at a meter or cash box.
-  I park at different places throughout the month.

Below the options is a question mark icon and the text: 'Tell us how you get to work and we'll show you how you can save. **Parking Questions?** [Click here.](#)'

At the bottom of the form is a 'Back' button.

Select A Parking Facility

- The parking facilities presented are based on your work zip code entered
 - At this point you should be able to view all locations assigned to that zip code
 - Otherwise enter another zip code or select parking provider by name
 - Properties preceded by Well Fargo – are spaces controlled by Wells Fargo lease arrangements or ownership rights. Please utilize these options rather than setting up a new payee for bank controlled spaces. (if you locate your lot in this section skip to page 21 in this document)

WELCOME | COMMUTER | HEALTH CARE | DEPENDENT CARE | HELP

QUICK LINK Go To: For Program:

PROVIDER >> CONTACT >> REVIEW & PLACE ORDER >> DONE

SELECT YOUR FACILITY LOCATION

Below is a list of parking providers near your workplace (using the work zip code you have provided). Please select your provider from this list or use the search fields at the bottom of the page to search for more providers or narrow your search.

Work Location ZIP Code:

Click on a name to select from the 6 parking provider(s) that match your criteria:

First | Previous | Next | Last # of Rows: Page: of 1

Parking Provider	Facility Location	Payment Address
Standard Parking	Click here to enter your parking facility.	1625 Broadway Ste 860 Denver, CO 80202
Wells Fargo Bank N.A.- BE#120666	Wells Fargo - Denver - Lower Reserved	A/R Cashier, CPG; MAC A0109-111 333 Market Street, 11th Floor San Francisco, CA 94105
Wells Fargo Bank N.A.- BE#120666	Wells Fargo - Denver - Unreserved	A/R Cashier, CPG; MAC A0109-111 333 Market Street, 11th Floor San Francisco, CA 94105
Wells Fargo Bank N.A.- BE#120666	Wells Fargo - Denver - Upper Reserved	A/R Cashier, CPG; MAC A0109-111 333 Market Street, 11th Floor San Francisco, CA 94105
Wells Fargo Bank N.A.- BE#120667	Wells Fargo - Denver Motor Bank (Sherway) Floors 3 & 4	A/R Cashier, CPG; MAC A0109-111 333 Market Street, 11th Floor San Francisco, CA 94105
Wells Fargo Bank N.A.- BE#120667	Wells Fargo - Denver Motor Bank (Sherway) Floors 6&7	A/R Cashier, CPG; MAC A0109-111 333 Market Street, 11th Floor San Francisco, CA 94105


First | Previous | Next | Last # of Rows: Page: of 1

12 days left to order for May

For floor 3&4

Provide Location & Payment Address Details

- For Other Sites Not Listed When Entering Zip Code
 - Use your lease agreement information to correctly enter the parking payment details
 - Note that the parking location and payment addresses are often not the same
 - Please check with your lot operator to confirm what methods of payment are accepted



WELCOME
COMMUTER
HEALTH CARE
DEPENDENT CARE
HELP
Log Out ▾

PROVIDER >>
PAYMENT >>
CONTACT >>
REVIEW & PLACE ORDER >>
DONE

SET UP YOUR PARKING PAYMENT

Please fill out the form below which will tell us where you park and where to send your monthly parking payment. This convenient payment service eliminates the need for you to submit receipts for your parking expenses. Your payment will be sent to your provider so it is received before the first day of each benefit month. You can change or cancel this payment in the future.

The Payee Name indicates the name that should appear on the check sent to your parking provider which may or may not be the same as the name of the facility.

Location (Where you park?)

Is Location address same as payment address below?

Parking Facility Name: *
(e.g., Market Square Garage)

Facility Address or Street Intersection: *

City: *

State: *

ZIP: *

Payment Address

Payee: *

Payment Address: *

City: *

State: *


ZIP: *

Phone: * - - Ext.

25 days left to order for August

Provide Payment Details

- Enter the monthly amount and account number from your leasing agreement



WELCOME
COMMUTER
HEALTH CARE
DEPENDENT CARE
HELP
Log Out ▾

PROVIDER >> **PAYMENT** >> CONTACT >> REVIEW & PLACE ORDER >> DONE

SETUP YOUR PAYMENT

Tell us how much you pay your parking provider each month and we will send a payment to your parking provider on your behalf. This convenient payment service eliminates the need for you to submit receipts for your parking expenses. Your payment will be sent to your provider so it is received before the first day of each benefit month.

Payment Address:

Facility Location:

Monthly Payment: * \$

Account #: *

Key Card #:

Invoice #:

License Plate:

Frequency: Every Month One Month Only

25 days left to order for August.

Enter whatever info is required by your provider to accompany your payment. Check your invoice to be sure.

Select **Every Month** and you'll automatically get the same order every month until you change or cancel it.

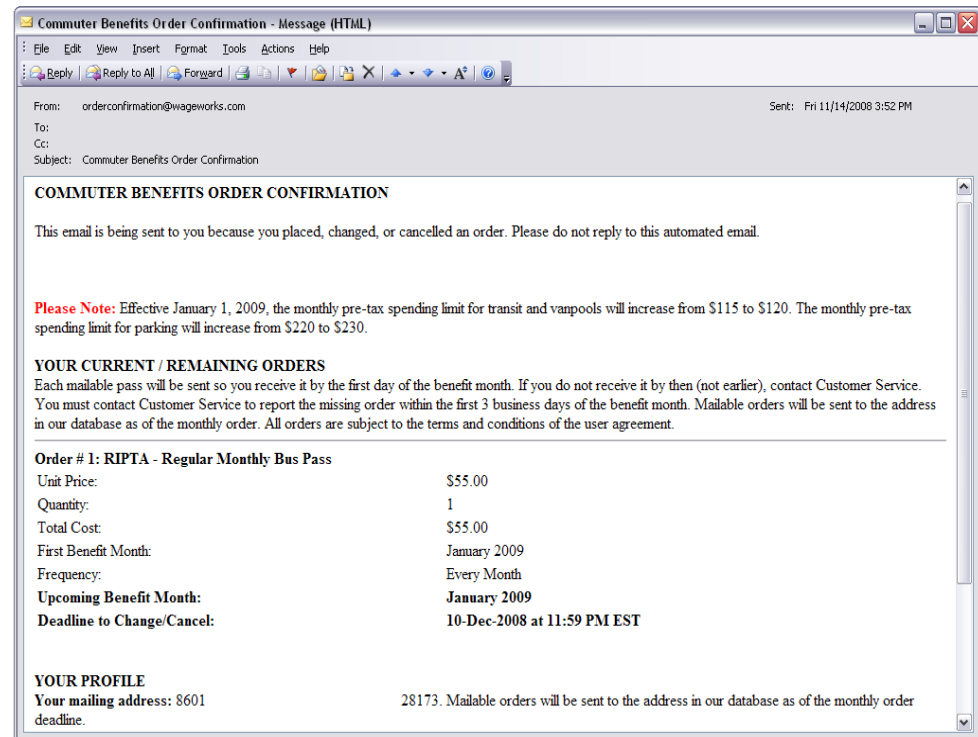
? **Don't pay your provider monthly?** [Click here.](#)

Parking Benefit FAQs - [Click here](#)

Questions about the Pay My Parking service? [Click here.](#)

Finally, the Confirmation Email

- Always validate your mailing address in the order confirmation email and monthly reminder
- This is the address to which your pass will be sent
- Often when someone moves, this is the reminder that their transit order needs to be updated



Have Questions? Need Help Enrolling?

- Visit the WageWorks Web site www.wageworks.com
- Call our Customer Service at 877-924-3967
(Representatives are available Monday through Friday,
8 am to 8 pm Eastern Time)



Thank You