

What is a Commuter Benefit Reimbursement Account?

The State of Indiana's Commuter Benefit Account is a qualified transportation benefit program authorized by Internal Revenue Code Section 132, which allows you to use pre-tax money to pay for your out-of-pocket van pooling or mass transit expenses incurred as you travel to and from work. Since these deductions are taken on a pre-tax basis, you save money because you avoid paying Federal, State and FICA (Social Security and Medicare) taxes on the money you set aside. Most people save as much as 25% on every dollar that is set aside in the Commuter Benefit Reimbursement Account.

What types of programs qualify under the Commuter Benefit Reimbursement Account?

The Commuter Benefit Reimbursement Account allows for the following:

- Van-pooling is a commuter highway vehicle with a seating capacity of at least 7 adults, including the driver. At least 80 percent of the vehicle mileage must be for transporting employees between their homes and workplace with employees occupying at least one-half of the vehicle's seats (not including the driver's seat). Not all employees must work for the employer sponsoring the Commuter Benefit Reimbursement Account.
- Transit passes, tokens, fare cards, vouchers, or similar items entitling you to ride a mass transit vehicle to or from work. The mass transit vehicle may be publicly or privately operated and includes bus, rail, or ferry.

What are the limits on Monthly Pre-Tax Deductions and Expenses?

Annual limits are set by the IRS. For calendar year 2020, the limits are as follows: Transit passes & van pool expenses, whether separate or combined, are limited to \$265/month. Any monthly costs above these limits cannot be exempt from taxes and cannot be carried over to future months.

How does the plan work?

You authorize the State to deduct a pre-tax amount for van-pooling/transit from each paycheck, up to the IRS limits stated above. You pay for the qualified transportation & then file a claim with ASIFlex to recover the amount deducted from your paycheck. Since these deductions are taken on a pre-tax basis, you save taxes.

How do you enroll?

You can enroll in the Commuter Benefit Reimbursement Account in PeopleSoft at your time of hire, during the annual open enrollment period or by calling the Benefits Hotline at 317-232-1167 or toll free at 1-877-248-0007 (State Police employees and Conservation & Excise Officers should contact their Human Resources Department).

What are the deadlines to enroll, change or cancel my benefit election?

All enrollments, changes or cancellations must be received by the last Friday of the pay period to affect the following payroll deduction. Example: A change received on May 15, 2020 will affect the May 27, 2020 payroll deduction.

Do I have to send anything with a claim form?

Submit receipts for the month or week and a signed reimbursement claim form to ASIFlex.

How do I submit claims?

Claims and receipts may be submitted through our online claim system, toll-free fax, or via U.S. Mail. For online claims, log into your account and click on File A Parking/Transit Claim. For fax submissions our toll-free fax number is (877) 879-9038.

What documentation must accompany my claim in order to receive reimbursement?

Federal Regulations require you to provide a written statement, for example a receipt, from the provider of the service that supports your claim. If the provider does not provide receipts or other documentation, explain the situation in the column labeled "Attach proof of expense or explain why it is not available in the ordinary course of business." If the provider normally provides documentation such as receipts you must provide a copy with your claim. The documentation must show:

- The name provider;
- The date or range of dates of travel or payment. You may not claim expenses for more than one month on one line;
- A description of the service provided (for example, "May bus fare"); and

The cost of the service or the amount paid. **What are the deadlines to submit claims?**

Claims can be submitted at any point in time as long as you are still actively contributing to the Commuter Benefit Reimbursement Account. Once you terminate your participation in the account, or terminate employment with the State, you must submit all claims **within six (6) months** of your termination date in order to be reimbursed.

- For example, if you cancel your enrollment in the Commuter Benefit Reimbursement Account by 6/12/20, your payroll deduction will stop on your 6/24/20 paycheck, and you will be considered to have terminated coverage as of 6/28/20. For employees in a direct bill agency, your coverage will be considered terminated as of 7/1/20. The six month rule requires that you submit all claims to ASIFlex by 1/12/21 for reimbursement.

What happens to the funds if I do not timely submit claims before the deadlines stated above?

The funds are forfeited and retained by the State to be used for the administration of the program.

I have canceled my enrollment in the Commuter Benefit Reimbursement Account, but still have some money left. I'm still employed by the State of Indiana. Can I submit claims for expenses incurred after my termination date in the program to access this money?

No. You can only request reimbursement for expenses you incur while you are still actively participating in the account.

What expenses qualify for reimbursement?

The only expenses that qualify for reimbursement are costs directly associated with mass transit (bus passes, ferry passes, etc.) and van pooling (monthly cost to participate in a qualified van pool). **The following expenses do not qualify:** gasoline purchases; oil purchases; machinery service costs; and repair/replacement costs.