



We have exciting news to share with you! Beginning March, 2020, our new Commuter benefit (formally TransitChex) will be administered by WageWorks, the vendor that administers our flexible spending accounts.

What are Commuter Benefits?

Commuters can use pre-tax dollars to pay for their commute (up to \$270/month for transit (railroad, bus or subway) and save on payroll taxes.

How do I sign up for the program?

Visit WageWorks at www.wageworks.com. When asked for your ID Code in the self-identification process, **please use the last four digits of your Social Security Number**. Once you've completed your WageWorks profile, follow these steps to complete your enrollment:

1. From the Welcome page, click on the Commuter icon.
2. Click on the 'Place Commuter Order' link.
3. Step through the process to place your order. You have the option to elect transit
4. An order confirmation email will be sent after the order is placed.

How do I place a transit election?

- Place your elections online directly through the WageWorks website at www.wageworks.com for **the March benefit by February 10th**.
- Your transit election options are:
 1. Buy My Pass - Identify the transit agency pass you want to buy, and it's delivered to your home. You can choose to have passes mailed automatically each month. WageWorks makes every effort to ensure that passes are delivered by the first of the benefit month.
 2. Smartcard - Load money onto transit agency smart cards (where available) directly from your account.
 3. Debit Card Option - You may use the convenient WageWorks Commuter Card associated with your WageWorks account to pay for eligible public transit expenses. You decide how much money to load onto your card each month to cover your monthly transit costs.
- Receive your passes and cards mailed directly to your home address.

Are there any deadlines?

- **Make election changes by the 10th (11:59pm EST) of each month for the upcoming benefit month. There are no exceptions.**



Find additional resources including FAQ's on the Commuter benefit by visiting www.wageworks.com and selecting 'EMPLOYEES' then 'Commuter Benefits.'

If you have any questions, please contact WageWorks Customer Service team at 877-WageWorks (877-924-3967) Monday through Friday, from 8 a.m. to 8 p.m. EST.