



# FLEXFACTS

a company of grant benefit solutions

## *Commuter Account*

### *Medford Lakes Board of Education*

#### *Plan Enrollment Materials*

Plan Year Dates: 1/1/2021 - 12/31/2021

***It is time to enroll in your company's Commuter account plan.***

*Please fill out the enclosed enrollment form and return it to your employer.*

*This plan is administered by Flex Facts*

*Phone: (877) 94.facts (32287) • Fax: (877.747.8564)*

*Email: [support@flexfacts.com](mailto:support@flexfacts.com) • Website: [www.flexfacts.com](http://www.flexfacts.com)*



# Save up to \$1,000 on commuting expenses this year!

Participating in a commuter account is like receiving a 30% discount on mass transit and parking expenses.

## How does a commuter account work?

A commuter account allows you to set aside pre-tax dollars for mass transit and parking expenses associated with your daily commute to work.

There are two types of commuter accounts: mass transit and parking. You have the option to enroll in one or both accounts. You choose a monthly election amount, up to **\$270** for mass transit expenses and **\$270** for parking expenses. The money is placed in your account via pay-roll deduction and then used to pay for eligible commuting expenses.

## Why should I enroll in a commuter account?

If you take public transportation to work or pay for parking, you'll want to take advantage of the savings these plans offer. Money contributed to a commuter account is free from federal and most state taxes and remains tax-free when it is spent on eligible expenses. On average, participants enjoy a 30% tax savings on their annual contribution. This means you could be saving up to \$1,000 per year on commuter expenses!



## How do I use my commuter account to pay for mass transit and parking expenses?

You can use your Debit Card to pay for commuting expenses, such as the bus, ferry, or metro as well as ride sharing apps, or to pay parking vendors.

## Qualifying expenses

### What qualifies?

Commuter funds can cover costs for:

- Bus, ferry, train, subway tickets and passes
- Vanpool and Ride sharing app services, such as UberPool, Lyft, Via.
- Parking expenses, including parking at or near your place of work or at the location from which you take mass transit to get to work

### What doesn't qualify?

Certain expenses are not eligible, for instance:

- Tolls
- Taxis
- Gas/fuel
- Mileage

**A comprehensive list of eligible expenses can be found at [www.flexfacts.com](http://www.flexfacts.com)**

## Online & mobile access

Get instant access to your account with the **Member Portal** and **Mobile App**.

- View your account balance and transaction history
- Upload and store receipts
- View important alerts and communications
- Sign up for text message alerts



**Register for the Member Portal at [www.flexfacts.com](http://www.flexfacts.com)**



**Download the Mobile App on the App Store or Google Play store.**

## Helpful hints

- You must have funds in your commuter account before you can spend them.
- You can change your election amount or terminate plan participation at any time.
- Save your receipts when you spend your commuter account dollars. You may need itemized invoices to verify the eligibility of expenses.
- The easiest way to manage your account is online at [www.FlexFacts.com](http://www.FlexFacts.com) or through the Mobile App.
- If your employment terminates before the end of the plan year, your account will be terminated.
- Any unused funds that remain in your account at the end of the year will be carried over into the next plan year, if you continue to participate in the plan.

# Commuter Enrollment Form

Please return this form to your Business Office

## Personal Information

Employer: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Plan Year Start: \_\_\_\_\_

## Benefit Election

### I ELECT THE FOLLOWING:

Transit Account      **Monthly Election:** \$ \_\_\_\_\_

Parking Account      **Monthly Election:** \$ \_\_\_\_\_

**Frequency of Pay:**      Weekly      Bi-Weekly      Semi-Monthly      Monthly      Other

**Date of First Deduction:** \_\_\_\_\_

## Spouse or Dependent Card Information

Full Name: \_\_\_\_\_  
*Last First M.I.*

Mail Card to:      Address listed above      Alternate Address: \_\_\_\_\_  
*Street Address Apt. /Unit #*

\_\_\_\_\_ *City State ZIP Code*

Soc. Sec. Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Employee Authorization

- If this form is not returned to your employer by your effective date, you will not be able to participate in the plan until the following plan year.
- Your accounts will not automatically renew. You must sign a new election form each year at open enrollment.
- This agreement is subject to the terms of the company's Flexible Benefits Plan.
- By signing this form, I agree that my cash compensation will be redirected by the amounts set forth above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Free Mastercard ID Theft Protection™

## Introducing FREE theft protection services

Flex Facts is pleased to offer its cardholders complimentary access to Mastercard's Identity Theft Protection Program with CSID®, an industry leader in identity protection and fraud detection, to help keep your information safe.

### How does it work?

Mastercard provides its U.S. cardholders with services — at no extra cost — to help detect and resolve identity theft. Simply register your Flex Facts debit card and get immediate access to the following:

#### ID Theft Alerts

ID Theft Alerts scours the Internet and alerts you if it detects that your personal information is being bought or sold online.

#### Emergency Wallet Replacement

If your wallet plus all of your cards and documents are lost or stolen, experts are available to help you get replacements right away.

#### Expert Resolution Services

Should you become the victim of identity theft, experts guide you through what can be an overwhelming process, from filing an affidavit and canceling accounts to notifying the major credit reporting agencies.

### How do I sign up for this free service?

To register, visit [www.mastercard.us/idtheftprotection](http://www.mastercard.us/idtheftprotection)

### Have more than one credit card?

When it comes to protecting your personal information, you can't put a price on peace of mind. Register all of your debit/ card cards at no additional cost.

This benefit program is portable. If you no longer participate in the FSA plan, you can still continue using this benefit.

These are summary descriptions only. Additional terms, conditions, and exclusions apply. Contact your issuing financial institution for complete coverage terms and conditions or call 1-800-MASTERCARD. Applicable to U.S. Cardholders only. CSID is a registered trademark of CSIdentity Corporation. Mastercard is a registered trademark, and Mastercard ID Theft Protection and the circles design are trademarks of Mastercard International Incorporated.

**Questions?**

**Call us at 877-943-2287**