

Important Information about Benefits Card

Take Control of Your Eligible Transit & Parking Expenses using the Benefits® Card

Your Transit & Parking Program offers a Benefits Card that will be funded after your payroll deductions have been taken from your check and subsequently posted to your account.

Benefits Card

The Benefits Card is a special card that contains funds that were deducted from your paycheck and posted to your Parking & Transit Program. You can pay for eligible expenses under the programs.

If you enrolled in the Transit Program, eligible expenses include: Mass Transit expenses (subway, bus, train, commuter boat, and vanpool service, such as UberPool & Lyft Shared), ferry pass, token, farecard, or vouchers for the employee's commute to/from work (*excluding tolls).

If you enrolled in the Parking Program, qualified parking on or near the location from which you, the employee, commutes to work using mass transit, commuter highway vehicles or carpools.

Simply swipe your Card and the amount of your eligible expense will be automatically deducted from your account.

If your card isn't accepted, you can pay for the expense and submit a claim with the receipt by either logging in online or through your mobile phone or submitting a manual claim form for reimbursement.

You can download the smartphone app "CPA FLEX MOBILE" or log in online at www.cpa125.com to check your balances and file a claim.

Benefit Card Basics – A Few Things to Remember

- You'll receive two Benefits Cards in the mail.
- **Carefully review your benefit program materials.** Be sure that you use your Card only at appropriate locations and for eligible expenses as defined by your particular employer's benefits program.
- Card can't be used at non-approved Parking & Transit locations.
- **SAVE ALL ITEMIZED RECEIPTS.** You may need to submit a claim and/or verify an expense.
- **Save your Cards.** Your unused balance will be rolled over to the following year if you re-enroll.
- Your card will be loaded with funds after they are deducted from your paycheck, sent to Cafeteria Plan Advisors and posted to your account. This cannot happen until after you receive the paycheck so it is typically the following week.

