



Qualified Transportation Expense Plan Summary

Qualified Transportation Expense (QTE) Plan

By enrolling in the Qualified Transportation Expense (QTE) Plan, you can pay for qualified workplace mass transit and parking expenses on a pre-tax basis, meaning you will not have to pay federal income taxes, social security (FICA) taxes or most state income taxes on these expenses. When you enroll in the Plan, you must indicate how much you want to contribute to your Mass Transit and/or Parking Account. Your pre-tax contribution and monthly benefit will be limited to the maximum allowed by the IRS. Any election amount that exceeds the IRS maximum will be deducted on an after-tax basis.

Qualified Transportation Expenses

Qualified transportation expenses must be expenses incurred by you to commute between your place of residence and place of employment. IRS regulations do not allow a QTE account to be used to pay expenses for anyone other than you. Two types of expenses qualify:

➤ **Qualified Mass Transit Expenses**

Expenses for transportation on a mass transit facility (i.e. subway, bus, train, light rail, ferry) or in a commuter highway vehicle (i.e. van pool) if such transportation is in connection with travel between your residence and place of employment. This includes expenses for any pass, ticket, token, or fare card. However, expenses for travel by taxi, car service, car pool or limousine are not eligible expenses.

➤ **Qualified Parking Expenses**

Expenses for parking provided to you on or near the business premises of The New School or near a location from which you commute to work on a mass transit facility, by car pool, in a commuter highway vehicle (i.e., van pool). It does not include any parking on or near the property used by you for residential purposes.

QTE Plan Account Elections

When you enroll in the QTE Plan, you should determine your monthly qualified expenses for mass transit and/or

parking, and make your election(s) accordingly. The maximum pre-tax amount you can contribute to each account is established by the IRS and subject to change each calendar year. Additional after-tax contributions may be needed to fully fund EBPA's *Benefits Card* when your qualified monthly expenses exceed the IRS pre-tax limit. For 2009, the monthly minimum and maximum amounts are as follows:

Account	Minimum Pre-tax Contribution	Maximum Pre-tax Contribution	Maximum After-tax Contribution
Mass Transit	\$25 (pre-tax)	\$120	Unlimited
Parking	\$25 (pre-tax)	\$230	Unlimited

For 2009, please note that the maximum monthly amount payable from your pre-tax account will be \$120 for Mass Transit and \$230 for Parking per calendar month. If your monthly expense exceeds that amount, you should make additional contributions on an after-tax basis.

After determining your monthly expenses you will need to complete a QTE Enrollment Form. Once your payroll deductions begin, they will be posted to the corresponding account (i.e., Mass Transit or Parking), and will then be available to use for qualified expenses related only to that particular account. Amounts in an account at the end of the each month will be carried forward to the subsequent month to be used for future qualified expenses in accordance with IRS regulations. Excess cash balances cannot be refunded from an account and funds can only be used for qualified expenses. Amounts in one QTE Plan Account cannot be transferred and used for another QTE Plan Account. Your election(s) will remain in effect until an election change form is submitted.

Changing QTE Account Elections

You can change your QTE Plan Account elections at any time during the year. You will need to complete a new QTE Change Form each time you would like to increase, decrease or stop any contributions for a specific QTE account. QTE Accounts may also be closed. In that case, you will forfeit any balance remaining in the account(s). Your new election will go into effect the first of the month following the date the form is received by the Office of Human Resources.

EBPA's *Benefits Card*

When you enroll in the QTE Plan, you will be issued a *Benefits Card* by EBPA, the Plan Administrator, to use for Qualified Mass Transit and/or Qualified Parking expenses. The *Benefits Card* works much like a credit card. It allows you to pay for qualified transportation expenses at the point of sale and is accepted wherever MasterCard or Visa are accepted.

In order to pay for qualified expenses with the *Benefits Card*, your monthly election for each account should equal your total monthly qualified transportation expenses. This will ensure that you have sufficient funds for purchases. (Please note: If your account balance is less than the charge, the entire request will be denied.) Although the amount you can contribute on a pre-tax basis is limited by the IRS, additional after-tax deductions may be needed to fully fund your *Benefits Card* each month. Your *Benefits Card* will be rejected if the total balance in your account is less than the purchase amount and/or the purchase amount exceeds the IRS pre-tax maximum and you do not have an after-tax account.

Each payroll deduction will be loaded onto your *Benefits Card*, increasing your available balance. Likewise, each purchase will reduce your available balance. When using your *Benefits Card*, be sure to always choose "credit" any time a vendor asks you to select "credit" or "debit". Lost or stolen cards must be reported immediately to EBPA in order to protect your funds and have a new card issued.

EBPA's Paper Claim Submission Process

If your mass transit or parking vendor does not accept credit cards, a reimbursement process is available. In this case, your monthly election should be limited to the IRS maximum as indicated in the "QTE Plan Account Elections". In order to receive reimbursement for qualified transportation expenses, you must submit a completed EBPA Reimbursement Claim Form along with receipts for those expenses. Payments are processed on the 15th and the 30th of each month. Direct Deposit is available and the request form can be found on EBPA's Web site. You have until January 31st of each year to submit all claims incurred in the prior calendar year. Transit & Parking claims can be mailed to: EBPA, P.O. Box 1140, Exeter, NH 03833-1140 or faxed to: 603.773.4415.

Termination of Employment

If you leave The New School, your *Benefits Card* will remain active through the last day of the month in which your employment ends and any amounts remaining in your account at that point will be forfeited. Paper claims for expenses incurred through the end of the month in which

you terminate employment, but were not processed using the *Benefits Cards* can be submitted to EBPA for reimbursement through January 31, of the following calendar year.

How To Contact EBPA Customer Service

Toll Free Customer Service Number: 888.678.3457, from 8:00 am until 7:00 pm, EST

From EBPA's website www.ebpabenefits.com you can click on transit@ebpabenefits.com to bring up an email screen that allows you to send your inquiry directly to EBPA's Parking & Transit Customer Service Department.

How To Access Your QTE Account(s)

You can access Parking & Transit account information through The New School's website or directly through EBPA's website. Following are instructions for both methods:

- **Through The New School at www.newschool.edu/admin/hr/benefits**
 - Go to "**Links to Benefit Plan Vendors**"
 - Select the link for "EBPA Qualified Transportation Expense (QTE) Plan"
- **Direct to EBPA at www.ebpabenefits.com**
 - Click on "**My EBPA Member Access**"
 - Enter your employer name "**The New School**"
 - Select the link for "**Qualified Transportation Expense Plan**"

You will be able to:

- Access your account balance information and personal claim history.
- Print forms
- Review and print general Transit & Parking information
- View contact information and email EBPA's Transit & Parking Customer Service Unit

It is easy to access your account balance and claim history:

- Click on the **EBPA *Benefits Card*** to login to the system

First time users will be asked to create an account. You will be required (one time only) to enter your *Benefits Card* number and your Employee ID, which is your Social Security Number.