



USPS Commuter Program Brochure

For more information go to CommuterWorks4Me.com/USPS

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Quick Start Guide

This brochure provides detailed information on the Commuter Program offered to Postal Service employees through WageWorks Inc. The Quick Start Information below provides an overview of the program and the key steps to get started. You should also read the additional information within this document that applies to your commute and the plan you select. There is no fee to join or cancel and you can save money by paying for commuting expenses through pre-tax payroll deductions. You can enroll or make changes throughout the year – there is no open enrollment period. So sign up today to start saving.

How to Sign Up for the Commuter Program

1. Register for an account user ID and password

To register, just visit www.wageworks.com and click “register with WageWorks now!” You’ll need to verify your employee status by answering a few simple questions and create a user name and password.

2. Elect a Commuter Plan

- ▶ Select a commuter plan from the available Transit and Parking plans.
- ▶ Enter your monthly contribution to be applied to the plan in the form of tax-free payroll deductions.

3. Place an Order

Transit Pass and Parking Plans participants will need to place an order to use your account contributions.

Deadlines

You need to be aware of two deadlines for this program

- 1. Monthly Election Deadline** – Your monthly election amount determines the amount to be taken out of your payroll and applied to your commuter plan on a pre-tax basis. The cutoff for placing, changing or canceling your monthly election is the 15th of the month, ahead of the payroll deduction month. For example, the deadline is July 15 for August contributions to your card or account. Funds will be added to your card or account on each pay day.
- 2. Order Deadline** – If you enroll in the Transit Pass or Parking Plan, the cutoff for placing, changing or canceling a commuter order is the 10th of the month prior to the commuting month. For example, July 10 is the deadline for August orders. If you live in the greater New York metropolitan area and ride the Long Island Rail Road or Metro-North Railroad, the cutoff for these two transit operators is the 4th rather than the 10th.



How do I save money?

Enroll in the USPS Commuter Benefits Program for convenience and tax savings.

This program saves you money by allowing you to pay for your commuting expenses through pre-tax payroll deductions. Because the money for your commuting expenses is deducted from your pay before taxes are taken out, your commuting expenses cost you from 11% to 40% less. By paying for these expenses through pre-tax payroll purchase, no federal income, Social Security or Medicare taxes are withheld. Participants could easily save from \$500 to \$1,000 per year depending on their commuting costs and tax bracket.

If you want to determine how much you can save, visit the WageWorks Commuter Calculator at www.wageworks.com/calculator and you can enter in your own information.

Below are some examples designed to help you understand how the tax savings work and how it can vary by individual.

How much you can save depends on your tax bracket and how much you pay each month in eligible commuting expenses. Examples 1 and 2 are for employees covered by the Federal Employees Retirement System (FERS) and Examples 3 and 4 are for employees covered by the Civil Service Retirement System (CSRS) and CSRS Offset. These examples show the tax advantage of making a \$100 per month pre-tax purchase (\$1,200 per year) through the Commuter Program. Your savings will depend on your actual pre-tax contributions and tax rates.

Note: You can also save on state income taxes in most cases. However, Mississippi and Pennsylvania do not allow income deferral for the pre-tax purchase of public transportation and/or parking.

Federal Employees Retirement System (FERS)

Description	Example #1 Without Commuter Program	Example #1 With Commuter Program	Example #2 Without Commuter Program	Example #2 With Commuter Program
Family Income (After Exemptions & Deductions)	\$40,000	\$40,000	\$85,000	\$85,000
Pre-tax Commuter Purchases (12 months @ \$100)	\$0	\$1,200	\$0	\$1,200
Taxable Income	\$40,000	\$38,800	\$85,000	\$83,800
Minus Payroll and Income Taxes	\$10,226	\$9,894	\$24,372	\$23,920
Commuter Expenses (After-tax)	\$1,200	\$0	\$1,200	\$0
Remaining Amount	\$28,574	\$28,906	\$59,429	\$59,880
Estimated Annual Savings		\$332		\$452

* Taxes shown are for illustrative purposes only. The examples assume 2010 tax rates. The taxpayer is married filing a joint return with 5 percent state and local income tax, 1.45 percent Medicare tax, 6.2 percent Social Security tax, and a 15 percent marginal federal income tax rate for Example 1 and a 25 percent marginal rate for Example 2. Residents of Mississippi and Pennsylvania should consult their state and local tax laws regarding Commuter Program participation. Your actual tax rates may vary.

Civil Service Retirement System (CSRS)

Description	Example #3 Without Commuter Program	Example #3 With Commuter Program	Example #4 Without Commuter Program	Example #4 With Commuter Program
Family Income (After Exemptions & Deductions)	\$40,000	\$40,000	\$85,000	\$85,000
Pre-tax Commuter Purchases (12 months @ \$100)	\$0	\$1,200	\$0	\$1,200
Taxable Income	\$40,000	\$38,800	\$85,000	\$83,800
Minus Payroll and Income Taxes	\$7,746	\$7,489	\$19,102	\$18,724
Commuter Expenses (After-tax)	\$1,200	\$0	\$1,200	\$0
Remaining Amount	\$31,054	\$31,311	\$64,699	\$65,076
Estimated Annual Savings		\$257		\$377

* Taxes shown are for illustrative purposes only. The examples assume 2010 tax rates. The taxpayer is married filing a joint return with 5 percent state and local income tax, 1.45 percent Medicare tax, and a 15 percent marginal federal income tax rate for Example 3 and a 25 percent marginal rate for Example 4. Employees covered by CSRS Offset should refer to these examples. Residents of Mississippi and Pennsylvania should consult their state and local tax laws regarding Commuter Program participation. Your actual tax rates may vary.

See how much you could save at CommuterWorks4Me.com/USPS

Program Overview

How do I make changes?

What if my commuting costs or patterns change?

Under the Commuter Program you are always free to change your participation during the year. If you move, transfer to another work location, or your commuting costs change, you may need to adjust your monthly election and/or order.

How often can I make changes?

You can change your election as often as you want. You can enroll or make changes through the year – there is no open enrollment period. There is no fee to join or cancel, you have nothing to lose and everything to gain.

Who is Eligible?

All career Postal Service employees are eligible to participate in the program. Newly hired career employees must allow up to 30 days for their information to be entered into the WageWorks system.

Most of the public transportation (mass transit and vanpools) and parking costs you incur traveling from your residence to work, or from work to your residence, are considered eligible Commuter Program expenses. These expenses must represent your normal commute between your home and your place of work. Purchases should not exceed your net pay when added to any payroll deductions.

What is Eligible?

Below is a short description of the three major eligibility areas under commuter benefits. More details are provided in the Commuter Plans section of this document.

Transit – Any transportation on a mass transportation vehicle such as subway, bus, train, and ferry is eligible under this program.

Parking – Work-related parking is eligible and includes parking expenses incurred at your work location and/or that you use to get to work (for example, you pay to park at a train station and take the train into work).

Vanpool – Federal regulations issued by the Internal Revenue Service define what is a qualified vanpool is under this program. To meet these requirements, a participant must be using a vanpool that meets these criteria:

- ▶ Seating for six or more adult passengers.
- ▶ Mileage must be 80% for transporting employees.
- ▶ Seating capacity must be used 50% for transporting employees.
- ▶ Carpools are not eligible as public transportation under Commuter Program.

What is Not Eligible?

Ineligible Expenses

The following transportation expenses are NOT eligible under the Commuter Program:

- ▶ Taxis
- ▶ Expenses other than parking for a personal car, personal van or carpool
- ▶ Tolls
- ▶ Parking meters
- ▶ Traffic tickets
- ▶ Gasoline, maintenance or repairs
- ▶ Auto lease payments
- ▶ Mileage or other operating costs
- ▶ Gas money or similar expenditures paid to an individual in a carpool or to a friend who drives you to work
- ▶ Expenses incurred for parking at your spouse's place of work, unless it is also at or near your place of work
- ▶ Parking at a shopping mall or other location where you stop on your drive to or from your office
- ▶ Any amounts you claim as a deduction on your personal income tax return



What are the Pre-tax Purchase Limits?

The Commuter Program uses pre-tax payroll purchases to offset these monthly commuting expenses:

COMMUTING EXPENSE	MONTHLY IRS 2011 PRE-TAX LIMIT ¹
Eligible Mass Transit or Vanpool Expenses	\$230
Eligible Parking Expenses	\$230

¹ Commuter Program pre-tax limits provided on www.wageworks.com will automatically reflect any future IRS limit increases or decreases. The Transit and Vanpool limit will drop to \$120 per month in 2012 unless Congress enacts a new law extending the \$230 limit for 2012 and beyond.

You can also choose to conveniently cover the remainder of your commuting expenses—after-tax—through the Commuter Program. WageWorks will provide the tools you need for your commute—transit passes, parking permits, etc.—even if the cost exceeds the pre-tax limit.

Combined Commuting Expenses

We recognize that some employees may have a combination of commuting expenses as part of their normal commute to work. For example, you pay to park at a commuter lot at the commuter rail station, or on the days that you don't use mass transit you may drive to work and pay to park, or even both. If you have various expenses, you can use any combination of the options found on the WageWorks website that meet your commuting needs.

Deadlines

You need to be aware of the two deadlines for this program.

- 1. Election or Payroll Deductions Deadline** – The cutoff for placing, changing or cancelling your monthly payroll deductions is the 15th ahead of the commuting month. For example, the deadline is July 15th for August contributions to your card or account. Funds will be added to your card or account on each pay day.
- 2. Order Deadline**
 - ▶ **WAGEWORKS COMMUTER CARD PLAN** – This plan does NOT have an ORDER Deadline because you use the WageWorks Commuter Card to purchase whatever transit product meets your need at any time subject to the available balance loaded to your card. You only need to pay attention to the ELECTION or PAYROLL DEDUCTIONS Deadline, which controls what funds are added to your card on each pay day.
 - ▶ **TRANSIT PASS PLAN OR PARKING PLAN** -- If you enroll in the TRANSIT PASS PLAN or PARKING PLAN, the cutoff for placing, changing, or cancelling a commuter order is always the 10th of the month prior to the commuting month. For example, July 10 is the deadline for August orders.

Note: If you live in the greater New York metropolitan area and ride the Long Island Rail Road or Metro-North Railroad, the cutoff for these two transit operators is the 4th rather than the 10th.

On the applicable deadline, you can make your changes up to 11:59 Eastern Time (ET) on the applicable date on the WageWorks website. If you need to talk to a WageWorks Customer Service representative, you need to reach them during regular customer service hours which end at 8 pm ET on the applicable date.

Commuter Program Timing

- ▶ The Election Deadline is the 15th of the month prior to the deduction month. For example, you have until July 15th to decide how much to have taken out of your pay and credited to your WageWorks Commuter Card or applied to your Transit Pass or Parking Plan account in August.
- ▶ Your monthly Election amount will be split between the first two pay periods of the month. If, on July 15, for example, you elect to contribute \$100 a month, the \$100 will be deducted in equal amounts of \$50 from each of your two August paychecks.
- ▶ **WageWorks Commuter Card Plan** – This plan offers the most flexibility for public transportation expenses. You use the WageWorks Commuter Card to purchase whatever transit product meets your need at any time subject to the available balance loaded to your Commuter Card (a Visa card). You only need to pay attention to the Election Deadline, which controls what funds are deducted from your pay and added to your Commuter Card each payday. If, on July 15, for example, you elect \$100 a month, \$50 would be transferred to your Commuter Card on the first pay date in August and another \$50 would be transferred to your Card on the second pay date in August.
- ▶ **Transit Pass or Parking Plan** – Prior to your Election Deadline, you decide how much to have taken out of your pay and applied to your Transit Pass or Parking Plan account. Once the funds are available, you then have until the 10th day of the following month (which is your Order Deadline) to decide how to spend those funds. If, on July 15, for example, you elect to contribute \$100 a month to your Transit Pass account, \$50 would be taken out of your first paycheck in August and applied to your Transit Pass account. You would then have until August 10th to decide how you wanted to use the \$50 for September, and the respective pass or fare media would be mailed to you by the end of August. On your second August payday, another \$50 would be deducted and applied to your Transit Pass account. If you have a recurring election, \$50 would also be deducted from your first September paycheck, which would give you a total of \$100 to spend for the month of October. Assuming you keep the same election, you would then have a \$100 to spend each month on your commuting expenses until you change or suspend your election. This would work in a similar way for a Parking Plan account.

How do I make changes?

What if my commuting costs or patterns change?

Under the Commuter Program you may change your participation during the year. If you move, transfer to another work location, or your commuting costs change, you may need to adjust your monthly election and/or order.

How often can I make changes?

You can change your election as often as you want. You can enroll or make changes through the year – there is no open enrollment period. There is no fee to join or cancel, you have nothing to lose and everything to gain. You cannot make changes once your employment ends or if you move to a position that is not eligible for the Commuter Program, such as a noncareer position.

What You'll See on Your Earnings Statement

Here's an example of how the pre-tax and after-tax purchases would look on the earnings statement for an employee who elects a \$250 train pass and a \$75 parking permit. The train pass is over the 2011 \$230 IRS public transportation limit, so \$230 will be purchased pre-tax and the remaining \$20 will be purchased after-tax. The entire parking permit will be purchased pre-tax, because it is under the \$230 IRS pre-tax parking limit.

If your monthly purchase is:

DESCRIPTION	AMOUNT
Train Pass (\$230 pre-tax limit)	\$250
Parking Permit (\$230 pre-tax limit)	\$75
Total Commuter Expenses	\$325

Your pre-tax and after-tax breakdown:

DESCRIPTION	TRAIN PASS	PARKING	TOTAL FOR PAYROLL PURCHASE
Pre-tax	\$230	\$75	\$305
After-tax	\$20	\$0	\$20

Your earnings statement will show:

DESCRIPTION	NAME	AMOUNT
Commuter Program Pre-tax	CPP	\$305
Commuter Program After-tax	CPT	\$20

Information on Employee Rights

The rights of employees to access this Commuter Program are legally enforceable, but neither the establishment of Commuter Program nor any amendment thereof will be construed as granting to any other person (including any provider of services) any legal or equitable right against the United States Postal Service beyond what it otherwise may have under the law. This Commuter Program shall be maintained for the exclusive use of employees. The United States Postal Service intends to continue this Commuter Program as long as the IRS enables salary reduction contributions for Commuter Program purchases to be excluded from taxable income. Continuance of Commuter Program is purely voluntary on the part of the United States Postal Service, however, and it reserves the right to terminate or amend the Commuter Program at any time consistent with its responsibilities under the law and its agreement with WageWorks. If the Commuter Program is terminated, you can still receive public transportation passes, tickets or vouchers and parking credits that you already have purchased through the Commuter Program before its termination..



How do I get started/enroll?

Enrolling in the commuter benefits program involves 4 key steps.

STEP	DESCRIPTION
Step 1 – Register	<p>Register for the Commuter Program at www.wageworks.com. Click on “first time user/register now” and follow these steps.</p> <p>Complete the required information.</p> <ul style="list-style-type: none"> ▶ Last name (15-character limit, as shown on your earnings statement). ▶ Date of Birth (month/day). ▶ ZIP Code (your mailing address of record as shown on your earnings statement). ▶ Last four (4) digits of your Social Security Number. ▶ Create your own username and password and make sure your contact information is correct. ▶ Read the User Agreement and confirm your acceptance.
Step 2 – Read Commuter Program Brochure	<p>You must read the brochure and understand the program before enrolling. The Commuter Program brochure is published on the website.</p>
Step 3 – Select Plan	<p>Select a Transit or Parking Plan described in the next section.</p>
Step 4 – Elect Monthly Deductions	<p>Elect your monthly deductions on the WageWorks website (www.wageworks.com) or by calling WageWorks Customer Service.</p> <p>In general, you should select an amount that is equal to your monthly commuting costs. For example, if you buy a monthly transit pass or a monthly parking permit, your election would be equal to those products.</p> <p>You should elect an amount equal to the total cost of your commuting even if that is above the current pre-tax limit of \$230. For example, if you want to buy a monthly transit pass that costs \$250, you should elect \$250 per month as your monthly contribution. \$230 of this election will be done on pre-tax basis and \$20 on an after-tax basis.</p> <p>If your commuting costs vary by month, you can change, stop, or start elections at any time. You can also supplement the amount in your account with funds from a personal credit card, although you do not receive any pre-tax savings when using this option since they were not provided through your employer.</p>

Which Commuter Plan Should I Select?

Below is a summary of the Commuter plans that you should select depending on how you get to work. You can enroll in both a Transit plan and Parking plan at the same time if you have both transit and parking expenses. More information is available on each plan after this summary and there are FAQs about each plan in the FREQUENTLY ASKED QUESTIONS section of this document.

COMMUTING COSTS	SUMMARY OF AVAILABLE PLANS
Transit	<p>If you use public transportation (subway, train, bus, or ferry), you have two plans to choose from. You can try one plan and switch to the other at another time.</p> <ul style="list-style-type: none"> ▶ Transit Card Plan -- Order the WageWorks Commuter Card (a commuter debit card) and give yourself the flexibility to buy the transit agency passes or fare media as you need it, when you need it. This card is loaded with your payroll deductions on your pay date so you have immediate access to your money to pay for your commute. ▶ Transit Pass Plan -- Receive your passes mailed directly to you, each month, automatically, or as you choose. Or have your transit agency smart card reloaded. If you select the TRANSIT PASS PLAN, when you enroll, you will also need to choose the transit product for delivery to your address of record. <p>The WageWorks website includes additional guidance about these plans that is customized to the particular transit provider you use. Use this feature by logging into your account on the www.wageworks.com website or contact WageWorks Customer service who can walk you through this process.</p>
Parking	<p>If you have work-related parking costs, select the PARKING PLAN and then choose the Parking Options that best fit your situation. You can use one or more of the parking options available.</p> <ul style="list-style-type: none"> ▶ Pay My Parking -- If you select this option, WageWorks will send your payment to your parking facility before the first day of the month. This is a great option if you are paying for a monthly parking permit. ▶ Parking Card -- The WageWorks Parking Card works just like a credit card and can be used to pay for your parking costs at parking operators who accept them. ▶ Pay Me Back -- If you don't pay for a monthly parking permit or your garage doesn't accept credit cards, then select this option, then use a Pay Me Back form (available at www.wageworks.com) to get reimbursed. <p>The WageWorks website includes additional guidance about these options. Use this feature by logging into your account on the www.wageworks.com website or contact WageWorks Customer service who can walk you through this process.</p>
Vanpool	<p>If you have vanpool related expenses from an eligible vanpool, select the Transit Pass plan which also covers vanpool expenses.</p> <ul style="list-style-type: none"> ▶ Transit Pass Plan -- This plan allows you to pick from a variety of vanpool options including vanpool vouchers, direct payment to selected vanpool providers, or reimbursement option if these options don't work for your vanpool.

Transit Card Plan

Tell me more about the WageWorks Commuter Card used in the TRANSIT CARD PLAN.

The WageWorks Commuter Card is a reusable stored value card that is funded by your elections on your pay date when you are enrolled in the program. It can be used just like a credit card at public transportation agency vending machines and ticket windows. When using the card at a vending machine, be sure to select "Credit" when asked for method of payment. The Commuter Card can only be used at authorized transit agency ticket vending machines and ticket windows. For example, you cannot use the Commuter Card to purchase a ticket at a newsstand or grocery store that also sells transit passes. Unused funds remain on the card and carry over each month and remain available to you for public transportation purchases.

How to check the balance on the WageWorks Commuter Card?

- You can check your Commuter Card balance 24 hours a day by accessing your account online www.wageworks.com or by accessing our mobile phone website from your smartphone at www.wageworks.com or by calling customer service.
- In addition, Monthly Balance Reminders are sent to you once per month to an email address you provide to WageWorks. This Monthly Balance Reminder tells you your current balance and outlines recent activity that has changed your balance including funds added to your card on your pay day or any funds removed because of purchases you have made.

What happens to the balance on your WageWorks Commuter Card?

Any unused balance will remain on your card for future use while you are still employed with your current employer.

What happens to your WageWorks Commuter Card if you separate from your employer?

You have 90 days from your separation date to spend any remaining balances on your Commuter Card. You should manage your Commuter Card balance and avoid building up excessive funds.

Why would a transaction be rejected?

Your Commuter Card transaction could be rejected for several reasons:

1. You attempt a transaction before funds have been loaded on your card
2. You do not have enough funds in your account to pay for the transaction.
3. You are trying to purchase from an ineligible merchant.
4. You tried to enter a Personal Identification Number (PIN) and this card does not use a PIN.
5. There is a temporary network problem that is preventing your card from working. You may want to try another machine or try again later in the day.

Transit Pass Plan

Under the Transit Pass Plan, how and when do I receive my public transportation bus, subway, ferry or rail passes, and/or vanpool vouchers or passes?

Your fare media and/or vanpool vouchers or passes will be mailed directly to your address of record and will arrive before the end of each month. You do not pay postage or handling fees. Note: If you have electronic payment methods for commuting such as a transit smartcard, your card will be loaded with your order on the 1st of the commuting month.

Can I sign up to get my mass transit pass, vanpool voucher or parking purchase automatically without having to come back to WageWorks every month?

Yes. By selecting EVERY MONTH as the frequency when you make your first purchase, you will automatically be signed up to receive your mass transit passes, tickets or vouchers, vanpool vouchers or passes, or parking purchase every month until you make a change or separate from employment.

Does WageWorks send any reminders about my monthly order?

Yes, every month, you'll receive a confirmation e-mail statement of your Commuter Program order, sent to the e-mail address of your choice. The statement will list your public transportation, vanpool, or parking election(s) and amount(s), and remind you of the deadline for any changes for the upcoming commuting month. Confirmation statements are only available by e-mail, but you also may call WageWorks Customer Service toll-free at 877-924-3967 to confirm your election. Employees who are deaf or hard of hearing may make TTY calls to 866-361-8017.



Parking Plan

Parking Plan Options

Each month, when you are enrolled, your payroll deductions are loaded to a Parking Account at WageWorks. You use the funds loaded to your account to pay for your order and you can use any of the options described below. Eligible parking expenses under this program include parking expenses at your work location or used to get to work (for example, parking at a train station)

- ▶ **Pay My Parking** – If you select this option, WageWorks will send your payment to your parking facility before the first day of the month. This is a great option if you are paying for a monthly parking permit.
- ▶ **Parking Card** – The WageWorks Parking Card works just like a credit card and can be used to pay for your parking costs at parking operators who accept them.
- ▶ **Pay Me Back** – If you don't pay for a monthly parking permit or your garage doesn't accept credit cards, then select this option, then use a Pay Me Back form to get reimbursed (the form is available at www.wageworks.com).

Can I sign up to get my parking purchase automatically without having to come back to WageWorks every month?

Yes. By selecting Every Month as the frequency when you make your first purchase, you will automatically be signed up to receive your parking purchase every month until you make a change.

Does WageWorks send any reminders about my monthly order?

Yes, every month, you'll receive a confirmation e-mail statement of your Commuter Program order, sent to the e-mail address of your choice. The statement will list your public transportation, vanpool, or parking election(s) and amount(s), and remind you of the deadline for any changes for the upcoming commuting month. Confirmation statements are only available by e-mail, but you also may call WageWorks Customer Service toll-free at 877-924-3967 to confirm your election. Employees who are deaf or hard of hearing may make TTY calls to 866-361-8017.



Frequently Asked Questions

General Questions

What if I have insufficient funds on my card or in my account to pay for my commute?

You have the option of adding funds to your Transit Card, Transit Account and Parking Account directly with the use of a personal credit card. This is a great option if the cost of your commute changes before you can adjust your deductions. You do not receive any pre-tax savings when using this option since the funds were not provided through your employer. Transit Pass and Parking participants may also link their account to a personal credit card to be used to cover any underfunded orders when they are processed on the 10th of the month.

Can I receive a refund for any payroll deductions put in my account or WageWorks Commuter Card?

No, you cannot receive a refund for any pre-tax deductions taken for this program. Once the deductions are taken, they must be used for this purpose. Any after-tax funds (whether they were taken from your pay on an after-tax basis or you used your own credit card to pay for extra amounts that you needed for transit expenses) that are unused in either your account or Commuter Card can be refunded.

Under the Commuter Program, does the Postal Service pay for my public transportation or parking?

No. Under the Commuter Program, you continue to pay for your public transportation or parking. The program provides you with the opportunity to pay for these items, up to IRS limits, with pre-tax contributions, similar to Flexible Spending Accounts and the pre-tax payment of health insurance premiums. Any amounts above the pre-tax limits that you elect will automatically be purchased through your pay with after-tax deductions.

What about alternative ways of getting to work?

The Commuter Program reflects current law. The tax code does not offer pre-tax contributions for employees who use alternative means to get to work, such as biking or walking.

If you carpool and pay a portion of parking costs at a licensed parking facility, you may be able to claim your share of parking costs under the Commuter Program through the Pay Me Back Option—just call WageWorks Customer Service to see if you're eligible. However, a carpool is not considered public transportation by the IRS, and it cannot be covered under Commuter Program. A vanpool that meets the IRS definition can be covered as public transportation.

Will my participation in Commuter Program affect my employee benefits?

Depending on your income, you may receive a slightly lower Social Security benefit at retirement because of your Commuter Program pre-tax contributions. Commuter Program reduction of Social Security taxes could slightly reduce Social Security benefits for people below the Social Security wage maximum (\$106,800 in 2011). This is because Commuter Program contributions reduce earnings reported to the Social Security Administration.

Commuter Program elections do not reduce contributions or benefits under your retirement plan, life insurance, Thrift Savings Plan or benefits under Medicare.

You can get more information about IRS guidelines for the pre-tax purchase of public transportation and by going to:

- ▶ www.irs.gov/publications/p15b/ar02.html#d0e2138 - Qualified Transportation Benefits
- ▶ www.irs.gov/pub/irs-pdf/p15b.pdf - Publication 15-B, Employer's Tax Guide to Fringe Benefits

Can I make commuter purchases if I retire, resign or terminate my employment with the Postal Service, or move to a position that is not eligible for the Commuter Program?

The Commuter Program is a commute-to-work program. If you retire, resign or terminate your employment with the Postal Service, or move to a position that is not eligible for the Commuter Program such as a noncareer position, you cannot make an election and no further payroll deductions will be processed for you. Any funds in your Transit Account or on your Transit Card can be used to purchase passes or tickets, vanpool vouchers or passes for up to 90 days after your separation date or move to an ineligible position. You may not use funds in your Parking Account as of the date of separation. Parking you already purchased before you separated will be provided as scheduled and Pay Me Back claims may be submitted for up to 180 days after the eligible expense, provided that the expense occurred prior to your separation. You cannot receive a refund on pre-tax contributions or processed orders.

Transit Card Plan FAQs

Do I have to use all the money on my WageWorks Commuter Card by the end of the month?

No. Any balance remaining will carry over to the following month for your use. Remember, you can adjust your monthly election to suit your commuting needs.

Do I get a new WageWorks Commuter Card every month?

No, you will receive your WageWorks Commuter Card the first time you choose this option. Each subsequent month, funds are added to your card on your pay date.

What do I do if I receive a [Cannot Read Card] message from the ticket vending machine?

Verify that your card's magnetic strip is pointed in the correct direction. Re-swipe the card slowly through the ticket vending machine.

What should I do if I lose my WageWorks Commuter Card?

If you lose your WageWorks Commuter Card, call WageWorks Customer Service. WageWorks will put a stop on the lost card and issue a new card to you with funds equal to the amount that remained at the time of your call.

Why would a transaction be rejected?

Your Commuter Card transaction could be rejected for several reasons:

1. You attempt a transaction before funds have been loaded on your card
2. You do not have enough funds in your account to pay for the transaction.
3. You are trying to purchase from an ineligible merchant.
4. You tried to enter a Personal Identification Number (PIN) and this card does not use a PIN.
5. There is a temporary network problem that is preventing your card from working. You may want to try another machine or try again later in the day.

What happens to your card if you separate from Postal Service employment?

You have 90 days from your separation date to spend any remaining balances on your Transit Card. You should manage your Commuter Card balance and avoid building up excessive balances.

Transit Pass Plan FAQs

If I place a transit pass order, does that drive my payroll deduction?

Transit pass orders only allow you to use the funds already in your account or from a personal credit card linked to your account and do not drive your payroll deductions. As long as you have pre-tax funds in our account, you may place an order, even without current or future payroll deductions.

What happens if I use a mailing address other than the address the Postal Service has on record?

The Postal Service will furnish your address of record to WageWorks so that WageWorks can mail your mass transit passes, tickets or vanpool vouchers to you. If you wish to use a different address for these mailings, you can make this change with WageWorks online or by calling WageWorks Customer Service at 877-924-3967. Employees who are deaf or hard of hearing may make TTY calls to 866-361-8017. Your commuter elections will then be mailed to the address you have provided, not your Postal Service address of record. Any further address changes must be updated with WageWorks and the Postal Service.

What if the mass transit or vanpool that I use isn't yet available through WageWorks?

This is extremely unlikely because WageWorks works with virtually all transit providers nationwide. If this rare situation does occur, you can contact WageWorks Customer Service to set up a Pay Me Back enrollment. Using this feature, you can elect an amount to be purchased pre-tax through your pay, up to the pre-tax limits. After you submit your receipts, your expenses will be reimbursed, either via check or direct deposit. To submit your receipts, simply print the Pay Me Back claim form, complete

it, and fax or mail it to WageWorks along with your receipts. Contact information is provided on the form. Be sure to keep a copy of the claim form and receipts with your important tax documents. The Pay Me Back form is available at www.wageworks.com.

If your provider doesn't give receipts or ticket stubs, you can use the Online Claim feature to certify your expenses and simultaneously submit a reimbursement request. You will not need to submit a Pay Me Back claim form if you use the Online Claim feature. You'll have six months after the commuting month to file your claim. If you wait longer than six months, a credit will be available towards a future Commuter Program purchase.

Do I pay postage or handling fees for passes mailed to my address of record?

No, you do not pay postage or handling fees for transit passes or vouchers mailed to your address of record by WageWorks.

Can I sign up to get my mass transit pass, vanpool voucher or parking purchase automatically without having to come back to WageWorks every month?

Yes. By selecting Every Month as the frequency when you make your first purchase, you will automatically be signed up to receive your mass transit passes, tickets or vouchers, vanpool vouchers or passes, or parking purchase every month until you make a change.

What if I don't receive my fare media and/or vanpool vouchers or passes?

In the unlikely event that your fare media and/or vanpool vouchers or passes do not arrive before the first of the month, contact WageWorks at 877-924-3967. Employees who are deaf or hard of hearing may make TTY calls to 866-361-8017.

What if the mailing information I provided is correct, but I have problems receiving my vouchers or passes?

Upon report of a second lost mailing, WageWorks will encourage you to change to the Transit Card Plan or other electronic fulfillment option to avoid further lost pass situations. No more than two lost mailings will be replaced. (WageWorks refers to a lost mailing as a "lost pass.")

What if my fare media and/or vanpool vouchers or passes arrive but then are misplaced or lost?

If you receive and then misplace or lose your fare media and/or vanpool vouchers or passes, WageWorks cannot replace them. Replacements must be purchased on your own and are not available through Commuter Program. Replacement purchases are not eligible for reimbursement or pre-tax purchase savings.-

What if I take public transportation to work and pay to park at a park-and-ride lot at the transit station?

If you use the Commuter Program to pay for your public transportation, you can also elect to use it to pay for the amount of any monthly park-and-ride costs. Both can be purchased pre-tax through the Commuter Program. The monthly IRS limits apply separately to your public transportation and parking expenses.

What happens to my Transit account if I separate from Postal Service employment or move to a position that is not eligible for the Commuter Program?

You will have 90 days from your separation date or move to an ineligible position to spend any remaining balances in your Transit Account. You will be able to make transit orders from the funds remaining in your account during this period.

Parking Plan FAQs

If I sign up for a Pay My Parking, Parking Card or Pay Me Back order, does that drive my payroll deduction?

These parking orders only allow you to use the funds already in your account or from a personal credit card linked to your account and do not drive your payroll deductions. As long as you have pre-tax funds in our account and you have not separated employment or moved to a position that is not eligible for the Commuter Program, you may access funds, even without current or future payroll deductions.

How does the Pay My Parking feature work?

WageWorks will pay your parking provider directly before the month needed. Any amount up to the pre-tax limit will be purchased pre-tax with the remainder purchased after-tax. Your parking pass, sticker or permit will be available by the month you need it from your provider—it will be either mailed directly to your address of record by your parking provider or given to you at the parking facility.

If you carpool and pay a portion of the parking costs at a licensed parking facility, you may claim your share of parking costs under Commuter Program. However, other carpooling expenses are not covered.

How does the Pay Me Back option work for parking expenses?

The WageWorks Pay Me Back option gives you a monthly reimbursement after you complete and submit a claim with proof of service. If your provider doesn't supply receipts, you can submit an online claim instead.

After processing your claim and determining if your expense is eligible, WageWorks will mail you a check or make a direct deposit to a bank account of your choice. You have six months after the commuting month to file your claim for payment. After six months, reimbursement is

not available; however, you will have a credit towards a future Commuter Program purchase.

Can I sign up to get my parking purchase automatically without having to come back to WageWorks every month?

Yes. By selecting EVERY MONTH as the frequency when you make your first purchase, you will automatically be signed up to receive your parking purchase every month until you make a change.

What if I occasionally take public transportation to work and park my vehicle at the transit station?

If you elect to purchase public transportation, you can also indicate the amount of any monthly transit station parking costs. Both types of costs can be purchased pre-tax through Commuter Program.

What if my work facility already provides free parking?

For any day that you use free parking at your facility, you cannot use the Commuter Program to cover your commuting expenses.

Why do I get a tax break for parking at work?

The Commuter Program reflects current law. Historically, employees who received free parking from their employers were not required to pay tax on the value of parking. However, there was no corresponding tax break for employees who used public transportation, or for employees who didn't get free parking, including people working in downtown areas.

Why is there a larger tax break in some years for those who park than for those who use public transportation?

The Commuter Program reflects current law, which in some years provides a higher maximum pre-tax limit for parking at work than for public transportation. Mass transit or vanpool riders may also claim the cost of parking at a transit station park-and-ride lot, if there is a charge to park there.

The trend of recent changes to the tax code is to move towards equality in the tax breaks provided to employees who use public transportation and to employees who must drive to work but do not receive free parking from their employers, but there is no assurance that this will be the law every year.

What happens to my Parking account if I separate from Postal Service employment or move to a position that is not eligible for the Commuter Program?

After your separation date or move to an ineligible position, you will no longer have access to the unused balance in your Parking Account. Pre-tax parking deductions must be used for work-related expenses and you can no longer have work-related expenses after your separation date (or you will not be eligible for the Program if you move to an ineligible position).

Environmental FAQs

Helping Improve the Environment by Using Public Transportation

How do I help improve the environment when I use public transportation to commute to work instead of driving?

By using public transportation, you help to reduce traffic congestion; sustain the quality of the environment by reducing air pollution, smog and automobile emissions; and conserve our nation's fuel supply.

Are there other advantages to commuting on public transportation?

When you use public transportation for your commute, you can regain productive time previously spent on congested roadways and contribute to excellence in Postal Service environmental stewardship.

You save money by reducing the wear and tear and operating expenses for your own vehicle. You also save on taxes every month through the pre-tax purchase of transit costs.

What are some of the environmental impacts of driving?

Nationwide, motor vehicle emissions are the greatest cause of toxic substances in the air. These substances are pollutants known or suspected to cause various forms of cancer and other serious health and environmental problems. Pollutants include hydrocarbons, particulate matter, carbon monoxide, nitrous oxides and carbon dioxide. Emissions from motor vehicles are also the primary source of pollutants which deplete the earth's ozone layer.

The Environmental Protection Agency estimates that for every gallon of gasoline burned by a motor vehicle, 20 pounds of carbon dioxide are released into the atmosphere. The average American uses 570 gallons of gasoline per year, resulting in the emission of 11,400 pounds of carbon dioxide per person. The gasoline saved when a commuter uses public transportation just once a week can reduce emissions by more than a half-ton per year.



USPS and WageWorks

Questions?

Have questions about the program or want to enroll over the phone? WageWorks Customer Service professionals are standing by to help you. Just call 1-877-WageWorks (877-924-3967), TTY 866-361-8017, Monday – Friday, 8 am – 8 pm EST.

This program is sponsored by USPS and brought to you by WageWorks — the nation's leading provider of consumer-directed savings and spending accounts. WageWorks sets the standard for convenience and flexibility with easy access to your account, no-hassle payment options, comprehensive online tools, and expert support. Millions of employees nationwide enjoy the WageWorks advantage to save money and make smart choices about their health care, dependent care, and commuter expenses.



Commuter Benefits Program

CommuterWorks4Me

