WHAT IS THE TRANSIT BENEFIT ACCOUNT?

The Transit Benefit Account (TBA) allows you to deduct money for eligible transportation expenses on a pre-tax basis. This allows you to save money on federal and state income taxes, by reducing your taxable income.

WHAT TYPE OF TRANSPORTATION EXPENSES ARE ELIGIBLE?

<table>
<thead>
<tr>
<th>Eligible Expenses</th>
<th>Ineligible Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bus Fares</td>
<td>• Taxicab Fares</td>
</tr>
<tr>
<td>• Commuter Van Fares</td>
<td>• Any expenses associated with the operation of a motor vehicle</td>
</tr>
<tr>
<td>• Commuter Railroad Fares (Coaster)</td>
<td>• Carpooling</td>
</tr>
<tr>
<td>• Vanpools</td>
<td>• Bridge Expenses</td>
</tr>
</tbody>
</table>

ARE THERE LIMITS ON TSRI’S TRANSIT BENEFIT ACCOUNT?

The limit on salary reduction is $260 per month ($3,120 per year).

WHO IS ELIGIBLE TO PARTICIPATE?

All benefit-eligible Scientific and Support Staff and Research Associates who work 20 hours or more per week, and receive a taxable paycheck from TSRI are eligible.

HOW AND WHEN DO I SIGN UP FOR THE TBA?

1. Request a Transit Benefit Account Salary Reduction Agreement form by calling 4-8487, or the form can be obtained from the TSRI HR website.
2. Submit the completed form to Human Resources, SP-211 by the quarterly deadlines indicated on the 2018 Enrollment Schedule.

HOW DOES THE TRANSIT BENEFIT ACCOUNT WORK?

1. Benefits Administration will accept Enrollment forms on a monthly basis. Once an election is made it cannot be revised until the following month.
2. Enrollment will be effective the following month based on when the form is received.
3. Salary reductions will occur on the first paycheck of each month.
4. Employees who request passes in excess of $260 must submit a check payable to MTS, for the difference between the total cost of the pass and the $260 pre-tax deduction. Checks made payable to MTS must be received in Human Resources by the monthly deadline indicated on the 2018 Enrollment Schedule. If checks are not received by the monthly deadline, the deduction will not occur, and the pass will not be ordered.
5. Benefits Administration will order transit passes from MTS.
6. New Transit passes (Compass Card) are sent to Benefits Administration from MTS. There is a $2 fee for new Compass cards. Compass cards are reloaded by MTS.
7. Employees are responsible for picking up their new compass card at Human Resources for the following month. Human Resources is open Monday through Friday, 8AM to 5PM.

WHEN CAN I CHANGE THE AMOUNT I AM CONTRIBUTING TO THE Transit Benefit Account?

Salary reduction agreements can be modified once a month. See the 2018 Enrollment Schedule for deadlines.