

A. Commuter Benefit Plan (CBP) General Information

1. Employer name: Pace University
2. Eligibility requirements: Must be an employee of Pace University who works at least 30 hours per week.
3. The effective date on which you can begin participation: On the first of the month once the eligibility requirements have been met.
4. Enrollment periods: Open enrollment is permitted on a monthly basis.
5. Plan effective date: January 2000

B. CBP Accounts, Elections and Use

1. Types of accounts available: Mass Transit Pre-Tax, Mass Transit After-Tax, Parking Pre-Tax, Parking After-Tax.
2. Monthly tax-free election amounts for eligible workplace commuting expenses as defined by Section 132(f) of the Internal Revenue Code can be found at the Benefit Resource, Inc. website, www.BenefitResource.com, under the FAQ CBP section.
 - a. Mass Transit expenses, other than vanpooling, must be purchased with your eTRAC Card.
 - b. **If your qualified vendor accepts the eTRAC Card**, your monthly election should fully cover your monthly eligible expenses, even if that amount is above the tax-free limit. Any amount above the tax-free limit will be taken on an after-tax basis. Eligible purchases are limited to the available card account balance.
 - c. **If your qualified vendor does not accept the eTRAC Card** and you must submit claims for reimbursement of eligible parking and vanpooling expenses, your monthly election should be limited to the tax-free maximum.
 - Eligible claims must be provided after your effective date in the plan and must be received by Benefit Resource within 180 days after the service is provided.
 - Claims will be processed daily within 5 business days of receipt.
 - There is a minimum reimbursement amount of \$15.
 - d. Any unused cash balance in an account at the end of a plan month will be carried forward to the subsequent plan month.
3. Changes in elections:
 - a. Election changes are permitted for a change in work schedule, change in residence or worksite or change in monthly commuting expenses.
 - b. Elections may also be temporarily reduced to \$0 to allow excess account balances carried over from prior months to be used.
 - c. Elections will remain in effect until an election change is submitted.
4. To close an account:
 - a. You must notify your employer.
 - b. Claims for reimbursement of eligible workplace parking and vanpooling expenses must be received by Benefit Resource prior to the date the account is closed.
 - c. Once an account is closed, it can no longer be used.
 - d. Any tax-free funds remaining in an account are taxable.
 - Remaining balances will be transferred to a new commuter benefit administered by Benefit Resource, if eligible.
 - A letter with details about the benefit will be sent by Benefit Resource to the eligible participants.

C. Ineligibility

1. If you become ineligible (including termination of employment) to participate:
 - a. Any tax-free funds remaining in an account at the end of the month in which you become ineligible are taxable.
 - b. Account balances will be available via the eTRAC Card through the end of the month following the last month of eligibility.
 - c. For claim reimbursement of eligible workplace parking and vanpooling expenses:
 - Eligible expenses must be provided after your effective date in the plan and through your last month of eligibility.
 - Claims must be received by Benefit Resource by the end of the month following the last month of eligibility.
 - d. After the end of the month following the last month of eligibility:
 - Once all claims have been reimbursed and/or card transactions have settled, remaining balances will be transferred to a new commuter benefit administered by Benefit Resource, if eligible.
 - A letter with details about the benefit will be sent by Benefit Resource to the eligible participants.