



COMMUTER BENEFIT

Want To Save Money and Have a Stress-free Commute to Work?

The Commuter Benefit Program allows you to save money on public transportation to and from work while you are actively employed, by purchasing subway cards, parking garage permits, etc., with pre-tax dollars directly from your pay. And, you can take advantage of the commuter benefit program at any time of the year, not just during enrollment.

You can manage your account online at any time through the Your Spending Account (YSA) website. You can also set up recurring orders, allowing you to automatically receive your orders each month. And, you can make changes to your order at any point throughout the year to meet your changing commuting needs. Just remember to submit nonrecurring orders before the deadline.

Participating is easy—here's how it works.

1. Determine your eligible commuting and/or parking expenses. *
2. Access the YSA website through the enrollment website at benefits.rich.com.
3. Select the Commuter tab.
4. Click Sign Up Now!
5. Select either transit or parking.
6. Follow the screen prompts to complete your order.

*Note: Mileage, tolls, fuel, carpooling, and business travel are not eligible for the commuter program.

The IRS Tax Limits Are:

- Public transit expenses: \$315* per month.
- Parking expenses: \$315* per month.

**Proposed amount for 2024 not approved at time of open enrollment preparation; subject to change. Approved 2023 limits are \$300.*
