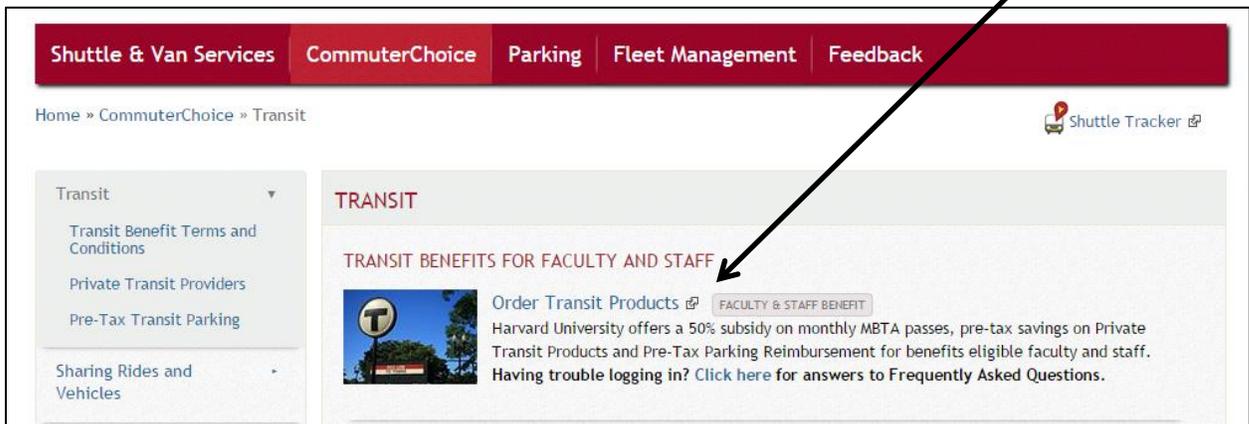


## Paying to Park at Your Transit Station? Use Pre-Tax Dollars to Reduce Your Costs

If you pay for parking as part of your transit commute, you can use pre-tax funds to cover those costs each month up to the federal limits. Orders must be placed, modified or cancelled by 11:59PM on the fourth calendar day of the prior month. For example, if you will begin using the pre-tax parking program in October, submit your order by 11:59PM September 4<sup>th</sup>.

Follow these steps to enroll through WageWorks, the CommuterChoice transportation benefit provider.

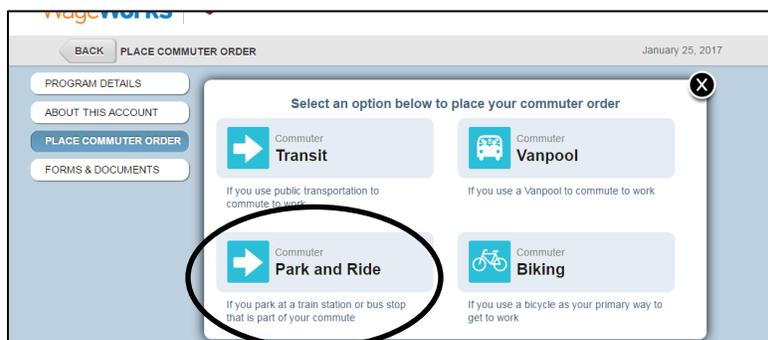
1. First, login to the WageWorks account through the [CommuterChoice website](#) using your Harvard Key credentials. If you are a new employee or are switching from a Harvard parking pass, you may not have immediate access to the system. Try again after 3PM on Friday when the weekly eligibility file is updated.



2. From your WageWorks dashboard click on 'Enroll in Commuter'



3. Click on Park and Ride.



4. Choose the transit operator that you use for your commute. Click on a specific transit provider (e.g., Amtrak or a private bus company) if you park at their location or choose MBTA if you park at an MBTA station.

COMMUTER PARK AND RIDE February 07, 2017

BACK Select Operator NEXT

SEARCH BY ZIP CODE SEARCH BY NAME

02115 SEARCH

Popular Operators (8)

	CharlieCard		MBTA
	RIPTA		GATRA
	Plymouth & Brockton Street Railw...		Amtrak - Northeast
	Boston Harbor Cruises		C&J Trailways

All Results(38)

	128 Business Council Shuttle
	B Line (Burlington)
	BHC Water Taxi
	Bedford Local Transit

5. Once you select the transit agency, choose your station from the dropdown menu and click the next arrow. If you do not see the station where you will park, click I cannot find my station/stop. Note that for some private transit operators, this screen will not appear.

COMMUTER PARK-N-RIDE February 07, 2017

BACK Select Your Station NEXT

Agency MBTA

Please choose the station at or near where you park.

Station/Stop Abington Station

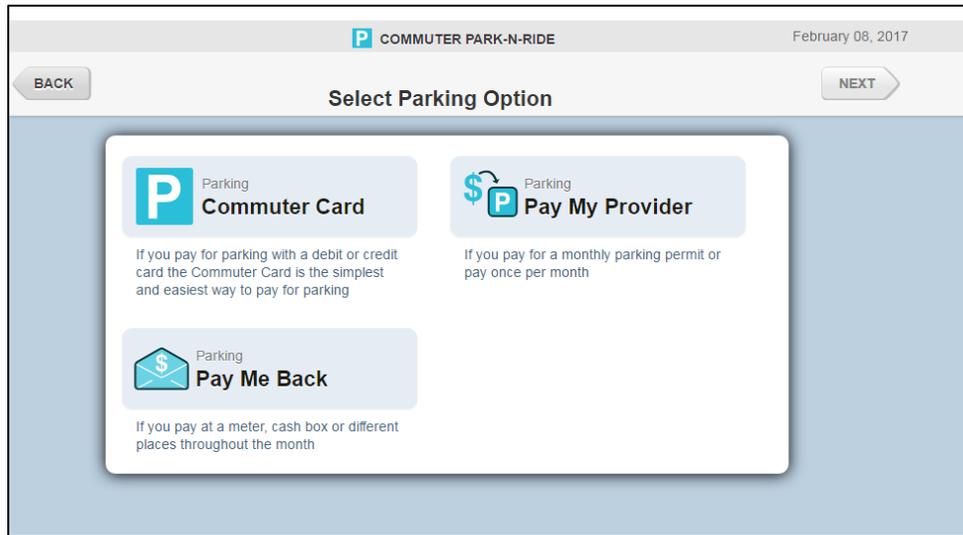
I cannot find my station/stop

Your Parking order counts toward the \$255 monthly pretax limit for Parking rather than the \$255 monthly pretax Transit limit thereby adding to your monthly tax savings. Your Public Transportation passes and tickets count towards the \$255 pretax monthly Transit limit.

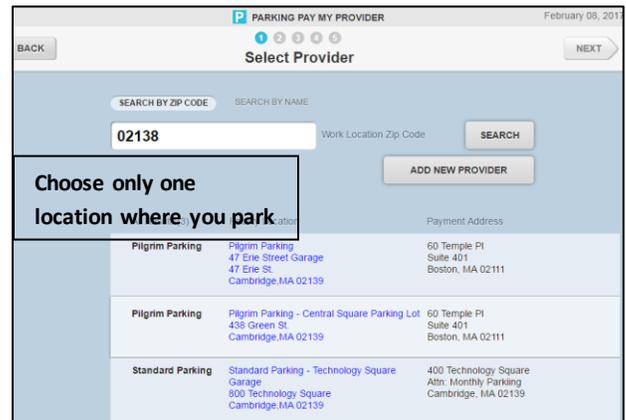
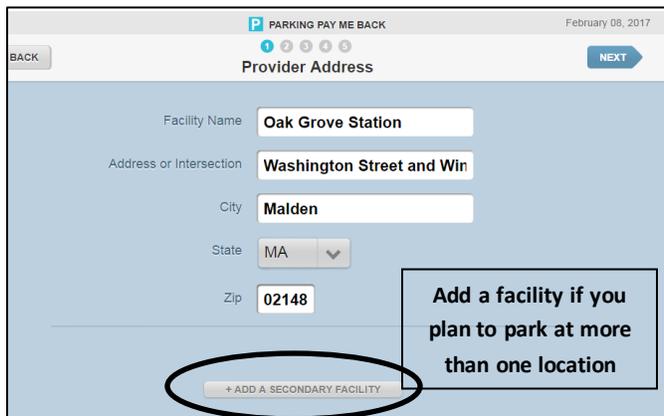
More Parking questions?

6. Next you'll choose how you will pay for your parking from the following three options:
- Parking Commuter Card – this will load your pre-tax dollars onto a debit card each month that you use to pay each time you park.
  - Pay Me Back - you choose the amount to set aside pre-tax each month for parking and then submit your parking receipts to WageWorks to claim your reimbursement as a separate check or deposit.

- c. **Pay My Provider** – this sets up a direct payment of your pre-tax parking funds between WageWorks and the company that operates the parking facility you use; this option may be used if you park at the same facility every day and have the option to pay a monthly fee or hold a monthly parking permit.



- 7. Once you've selected your parking option, you'll need to provide some information about the station or facility where you park. You can add more than one location for 'Commuter Card' and 'Pay Me Back' options for but 'Pay My Provider' you may only select one location.



- 8. Select the monthly deduction amount and frequency. Enter the amount of money you want to set aside each month to cover your parking expenses; keep in mind that monthly pre-tax parking elections are capped at the federal limit determined by IRS regulations. Contact CommuterChoice with questions about the pre-tax limits.

Once you have chosen the pass type, choose the order frequency. Leave the frequency set at 'Every Month' if you want the order to renew automatically each month. If you only want the pass for certain months of the year click on Manage Calendar and select the months you want the pass. Choose One Month Only if you only want to enroll for the upcoming benefits month, but not subsequent months.

**P PARKING CARD** February 08, 2017

1 2 3 4 5

### Amount & Frequency

Amount \$

Frequency  **Every Month**

**Manage Calendar**

**One Month Only**

Be sure this amount is enough to cover your monthly parking expenses  
 Recurring order every month until you change or cancel  
 Recurring order - but only for the months you choose

**NEXT**

**9. Verify your information on the next two screens and confirm your order.**

If you chose the Commuter Card option, you will receive the card in the mail the week before your first benefits month begins. If you chose the Pay Me Back option, you will begin to submit your receipts after the first day of your first month of enrollment through the WageWorks website or by using the EZ receipts smartphone app. If you chose the Pay My Provider option, the payment will be delivered from WageWorks to your parking facility before the first day of each benefits month.

I confirm that this information is accurate  
 See instructions above if the mailing address is not correct

Please review for accuracy and select the check box

1 2 3 4 5

### Program Sponsor Certifications

**Important - In order to complete your order, please read and acknowledge the following information from your program sponsor.**

**Print Current Page**

By clicking "I acknowledge" below, I agree to the following terms:

I hereby elect to participate in the Harvard University CommuterChoice transit benefit program and agree to comply with the terms and conditions set forth in it [www.goo.gl/O1qfhZ](http://www.goo.gl/O1qfhZ).

I hereby authorize Harvard University to make deductions from my earned wages in the amount I designate pursuant to the WageWorks enrollment process (monthly election amount) until I change my monthly election amount or revoke this authorization by the designated cutoff dates;

I understand that the benefit program is solely for my personal use in connection with my commute to and from my place of employment at Harvard;

I understand that using my transit pass prior to the first day of the benefit month will result in an early usage fee equal to the total cost of the pass which will be deducted from the next available participant paycheck.; and

I am limited to one MBTA pass election per month. If more than one pass or multiple zones within the same pass are elected, the pass(es) with the lower value will be cancelled.

The University will periodically audit use of the transit benefit program to ensure compliance with these requirements.; and

I acknowledge that Harvard is not responsible for lost transit products and will not reimburse out of pocket expenses. Lost or stolen Commuter Rail or Ferry tickets are not replaceable.

I acknowledge the above information

Please review and then check the box to continue.

If you have any questions about the process please call WageWorks at 877.924.3967 (use the last 4 digits of your HU ID) or contact the CommuterChoice office at 617-384-7433 or [commuterchoice@harvard.edu](mailto:commuterchoice@harvard.edu).