

ACCESS-A-RIDE PLAN DETAILS

This plan allows you to participate in the MTA's Access-A-Ride program or other paratransit provider programs. You are eligible for this plan if you receive paratransit service from MTA New York City Transit or other qualified paratransit service provider.

How does the Access-A-Ride/Paratransit plan work?

In this plan, you fund an Edenred commuter account with your pre-tax and post-tax payroll deductions, and you can select your Access-A-Ride coupons or other paratransit options on the Edenred's website using the funds in your account. Edenred will deliver your Access-A-Ride coupons or tickets to your designated mailing address by the 1st day of each calendar month.

You schedule rides with the MTA New York City Transit Access-A-Ride paratransit service as usual. You present your MTA NYCT Access-A-Ride ID and the Access-A-Ride coupon to the Access-A-Ride provider as full payment for a single ride.

What are Paratransit Services?

Paratransit services are special public transportation options for senior citizens and persons with disabilities.

Are there any service fees for this program?

Yes, there is a \$2.05 non-refundable monthly administrative fee for account maintenance and transaction costs. It will be deducted from your post-tax pay each month.

What if my Access-A-Ride/Paratransit coupons get lost in the mail or I get the wrong pass in the mail?

Call Edenred at 833-584-8109 for assistance. You must contact Edenred to report the missing order within the first 3 business days of that month. Please note that customer service staff cannot assist with late or lost pass issues until the 1st day of the benefit month.

What happens if my Access-A-Ride/Paratransit coupons are damaged, lost or stolen?

If your coupons are damaged, you should consult with your transit provider to see what options they support. The Access-A-Ride/Paratransit Plan does not provide any reimbursement if you lose your coupons or if they are stolen. They should be safeguarded in the same manner as any other personal item.

Do I have to use all my Access-A-Ride/Paratransit coupons in a particular tax year?

Access-A-Ride/Paratransit coupons do not expire. However, you must be an active NYCT Access-A-Ride paratransit service member. A valid Access-A-Ride photo ID, in addition to the Access-A-Ride coupon, will be required for each scheduled ride.

When my participation in the Commuter Benefits Access-A-Ride/Paratransit Program ends, will I get a refund?

No. The Internal Revenue Code does not permit any funds remaining in your account to be refunded to you. The payroll deductions taken for this program must be used to purchase a qualified paratransit pass from your account.

Will my enrollment carry over if I transfer to another state or city Agency?

No, your enrollment will not carry over if you transfer to another state or city agency. You will have a 90-days spend down period to use remaining account balances. Unused pre-tax balances remaining in your account after the 90-days spend down period will be forfeited.

Will my enrollment carry over if I transfer to another CUNY college?

It depends. If you are transferring from a senior college to another senior college, your Edenred account will remain intact. However, you may need to complete a new enrollment form to restart deductions. Contact the Benefits Officer at your new college for more information, or ask about transferring your Edenred account during onboarding.

If you are transferring from a senior college to a community college, or from a community college to a senior college, you will be required to re-enroll for a new account. You will have a 90-days spend down period to use remaining account balances in your original account. Unused pre-tax balances remaining in your account, after the 90-days spend down period, will be forfeited and cannot be transferred.

Contact the Benefits Officer at your new college for more information, or ask about enrolling in Edenred during onboarding.

What happens if I leave CUNY employment?

If you leave CUNY employment, you have 90 days after your separation date to spend the remaining funds in your transit account.

Submit completed form and required documentation to your college Benefits Officer

ACCESS-A-RIDE / PARATRANSIT PLAN

IMPORTANT INFORMATION FOR EMPLOYEE

- Your enrollment in the Edened Commuter Benefits Program Access-A-Ride / Paratransit Plan is provided contingent upon your eligibility for MTA New York City Transit Access-A-Ride program or other qualified paratransit service.
- As proof of eligibility, copies (do not send the originals) of the following must be attached to this enrollment: MTA New York City Transit Access-A-Ride Acceptance Letter along with your Access-A-Ride Photo ID, OR proof of enrollment in other qualified paratransit service.
- Three business days after you enroll in the Access-A-Ride Plan, go to www.commuterbenefitsnyc.com or call Edened Customer Service at (833) 584-8109, Monday – Friday, 8 am – 8 pm, to select your coupons or tickets.

EMPLOYEE ACTION

- ☐ NEW (Enroll)
 ☐ CHANGE PERSONAL INFO (Change Mailing Address, Email, or Phone)
 ☐ CHANGE DEDUCTION (Change Amount Deducted from Pay Each Month)
 ☐ SUSPEND DEDUCTION (Temporarily Stop Deduction from Pay)
 ☐ CANCELLATION (Terminate Payroll Deduction)

EMPLOYEE IDENTIFICATION (Please fill out ALL fields completely. Please print.)

Employee Reference Number

(Located on your pay statement or check stub)

First Name M.I. Last Name

Mailing Address

Email Phone

ACCESS-A-RIDE / PARATRANSIT DEDUCTION AUTHORIZATION

Please enter the total amount you want deducted from your pay each month. Monthly Deduction Amount: \$ _____ . _____

SUSPEND ACCESS-A-RIDE / PARATRANSIT DEDUCTION

Submit at least 2 weeks before you want to suspend your deduction. Please note this will only suspend your payroll deduction. To also suspend your Access-A-Ride orders, you must do so directly with Edened at www.commuterbenefitsnyc.com or (833) 584-8109.

PAY DATE TO SUSPEND DEDUCTION MONTH DAY YEAR MONTH DAY YEAR
 PAY DATE TO RESUME DEDUCTION MONTH DAY YEAR MONTH DAY YEAR

EMPLOYEE CERTIFICATION

I hereby authorize the City University of New York to deposit my payroll deduction as indicated above into my Edened Commuter Benefits Transit Account.

I also grant authorization for the reversal of any credit to my account made in error, but only up to the amount of the error.

I understand that participation in the Access-A-Ride Plan is contingent upon my qualification for MTA New York City Transit Access-A-Ride Paratransit Service or other qualified paratransit service. Proof of such eligibility must be provided as a condition of enrollment.

I understand, according to the Internal Revenue Code, that the average monthly amount of my transportation deductions should not exceed my average monthly cost of public transportation to and from work. If my average monthly cost of public transportation to and from work should change, =k j` W Ub[Y a mXYXi Wjcb'd Ub'cf XYXi Wjcb'Ua ci bhlc' UWWa a cXUH' a mbYk' WjW a gHUbW": i fH Yfa cfYZ=Ua 'bchYbHhYX'ic Ubni fYJa Vi fgYa YbhcZdfYIHU' fUbgdcfHjcb Z]b[YXYXi Wjcbg"l dcb'hfa jbuHjcb cZa mYa d'cna YbHfj c' i bHfmcf' ch Yfk jgYZ=k j` VYUW'Ytc' i g' UbmZ bXg'fYa Ujb]b['jb'a mHfUbg]h5 Ww'i bhZ'f' - \$'XUng Z'ca 'H YZZYWj Y'XUH' cZHfa jbuHjcbZVi h5 BMDF9IH5 L': I B8 G'GH-@-B'AMHF5 BG-H 577C1 BH5: H9F' - \$'85 MG'K -@69': CF: 9+98"

I understand that the \$2.05 non-refundable administrative fee will be deducted from my post-tax pay each month when there are any financial activities on my Transit Account.

I grant authorization for the City University of New York to provide my enrollment information, including mailing address, phone number and e-mail address to Edened for use exclusively related to the administration of the program. This authorization will remain in effect until I change my Commuter Benefits Program enrollment or cancel my participation in the Program.

I understand that my Transit Account balance and information will be maintained by Edened. Paratransit Service coupons or vouchers must be ordered directly through Edened. Transit Account order processing and balance information is accessible online at www.commuterbenefitsnyc.com or by calling Edened Customer Service at (833) 584-8109.

Employee Signature _____

DATE MONTH DAY YEAR

AGENCY PAYROLL SECTION

Payroll #	Personal information updated in NYCAPS and PI (check all that apply):			MONTH DAY YEAR
	<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	ENTRY DATE MONTH DAY YEAR
I certify that the above data was entered in NYCAPS via PI:	Prepared By (Please Print)	Signature	Date	