

# TRANSIT PASS PLAN DETAILS

With the Transit Pass plan, you arrange for home delivery of your transit provider passes and tickets through Edenred Benefits. You can select from their extensive [catalog of transit providers](#) and transit passes covering the New York tri-state area.

In this plan, you fund your commuter account with your pre-tax and post-tax payroll deductions, and you can select a pass on Edenred's website using the funds in your account. Edenred will deliver your pass or ticket to your designated mailing address by the 1st day of each calendar month, except for Metro-North Rail Road and Long Island Rail Road tickets. *Metro-North Rail Road and Long Island Rail Road send out their respective monthly tickets.*

Please make sure that your election on Edenred's site reflects your correct fare or you may not receive your monthly ticket. You can also voluntarily store a credit card with Edenred just in case your monthly election with Edenred is insufficient to purchase your monthly ticket. Edenred permits you to securely supplement purchases on their website with your personal credit card to ensure you always have enough funds for your election.

## **Are there any service fees for this program?**

Yes. You will pay an administrative fee of \$2.05 per month through payroll deductions. The administrative fee is a post-tax deduction.

## **How does the Transit Pass Plan work?**

After submitting your enrollment application, your elected deduction amount will be taken from your wages every pay day. Deductions will be credited to your Transit Account at Edenred. Once funded, you'll select the transit passes or tickets you want to have mailed to your home on the Edenred website.

The deadline for making your choice each month is the 10th of the month for all fare media and/or the 4th of the month for Long Island Rail Road and Metro-North. Your pass(es)/ticket(s) will be mailed to your designated mailing address by the 1st day of the following calendar month. *For example, you make your Transit pass choice for February on or before January 10th (January 4th for LIRR and Metro-North).*

## **What if I don't have enough funds in my account to pay for the pass I want?**

If you don't have enough funds in your account to pay for the transit pass or ticket you want, you can securely supplement the funds in your account with funds from your own personal

credit or debit card. You can leave this personal credit or debit card on file, but it will only be used if funds in your account are not sufficient to pay for your order.

Or you can opt to skip a month and make your election when you have sufficient funds in your account to cover the cost of your transit pass or ticket.

**Can I place an order if I do not have any payroll deductions yet or my account balance is zero?**

Yes, you can place an order if you do not have funds in your account, but the order will not be sent to you unless funds are received to pay for your order before the monthly order deadline.

**Do I have to come back to the website and update my order each month?**

If you chose the frequency of your order to be Every Month, you will automatically receive the order each benefit month as long as you remain eligible to participate in this program or until you change or cancel the order.

If you choose the frequency of your order to be One Month Only, you will receive the order for the upcoming benefit month only and you will need to place another order and select "Every Month" as the frequency to receive it more than once.

**What if I miss the order deadline?**

You will have to wait until the following month.

**What if I don't know what pass I want by the 10th of each month and/or often switch my commuting pattern?**

You may want to consider enrolling in the Commuter Prepaid Mastercard Plan instead because you will not be limited by the 10th of the month restriction and you can purchase different passes and tickets from different transit providers in different months or even within the same month.

**What if my pass gets lost in the mail or I get the wrong pass in the mail?**

Call Edenred Customer Service at 833-584-8109 for assistance. You must contact Edenred to report the missing order within the first 3 business days of the benefit 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 Transit Pass is damaged, lost or stolen?**

If your pass is damaged, you should consult with your transit provider to see what options they support. The Transit Pass Plan does not provide any reimbursement if you lose your pass or if it is stolen.

**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.

**Are there instances where I am entitled to a refund of pre-tax funds?**

No. The Internal Revenue Code does not permit any pre-tax funds remaining in your account to be refunded to you. The payroll deductions taken for this program must be used to purchase qualified transit fare from your account.

**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 commuter account.

Submit completed form to your college Benefits Officer

# TRANSIT BENEFIT PLANS

## EMPLOYEE ACTION

<input type="checkbox"/> NEW (Enroll)	<input type="checkbox"/> CHANGE PERSONAL INFORMATION (Change Mailing Address, Email, or Phone)	<input type="checkbox"/> CHANGE DEDUCTION (Change Transit Plan and/or Amount Deducted from Pay each Month)	<input type="checkbox"/> SUSPEND DEDUCTION (Temporarily Stop Transit Plan Deduction from Pay)	<input type="checkbox"/> CANCELLATION (Terminate Your Transit Plan Payroll Deduction)
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## 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

## TRANSIT PLAN AUTHORIZATION (Please select ONE, enter your initials and the monthly deduction amount.)

<input type="checkbox"/> COMMUTER CARD – UNRESTRICTED		<input type="checkbox"/> TRANSIT PASS	
Employee Initials	Monthly Deduction Amount*	Employee Initials	Monthly Deduction Amount*
	\$ _____ . _____		\$ _____ . _____

\*For the Commuter Card-Unrestricted and Transit Pass plans you may elect any amount up to \$800.

## SUSPEND TRANSIT PLAN DEDUCTION

Submit at least 2 weeks before you want to suspend your payroll deduction. Remember, administrative fee deductions will continue when applicable. If you are also enrolled in the Park-N-Ride Plan, the parking plan will be suspended for the same period. Please note this will only suspend your payroll deduction. To also suspend your Transit Pass orders, you must do so directly with Edened at (833) 584-8109 or online at [www.commuterbenefitsnyc.com](http://www.commuterbenefitsnyc.com).

PAY DATE TO SUSPEND DEDUCTION	MONTH <input type="text"/> <input type="text"/> DAY <input type="text"/> <input type="text"/> YEAR <input type="text"/> <input type="text"/>	PAY DATE TO RESUME DEDUCTION	MONTH <input type="text"/> <input type="text"/> DAY <input type="text"/> <input type="text"/> YEAR <input type="text"/> <input type="text"/>
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## 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, 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, I will change my deduction plan or deduction amount to accommodate my new circumstance. Furthermore, I am not entitled to any reimbursement of pre-tax transportation fringe deductions. Upon termination of my employment (voluntary or otherwise), I will be able to use any funds remaining in my Transit Account for 90 days from the effective date of termination, but ANY PRE-TAX FUNDS STILL IN MY TRANSIT ACCOUNT AFTER 90 DAYS WILL BE FORFEITED.

I understand there is a monthly non-refundable fee to cover administrative costs of the program. The administrative fee will EITHER be paid by the City University of New York to Edened on my behalf and will be added to my taxable earnings as a fringe benefit each month, AND/OR will be deducted from my post-tax pay each month, according to the following table:

Transit Plan	Fee	Frequency	Charge Method
Commuter Card Issuance Fee	\$2.50	One-Time	Post-Tax Deduction
Commuter Card-Unrestricted	\$1.50	Monthly	\$1.25 Post-Tax Deduction + \$0.25 Taxable Fringe Benefit
Commuter Card Replacement Fee	\$2.50	Per Replacement	Post-Tax Deduction
Transit Pass	\$2.50	Monthly	Post-Tax Deduction

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 and are accessible online at [www.commuterbenefitsnyc.com](http://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 <input type="text"/> <input type="text"/> DAY <input type="text"/> <input type="text"/> YEAR <input type="text"/> <input type="text"/>
	<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	ENTRY DATE
I certify that the above data was entered in NYCAPS via PI:	Prepared By (Please Print)	Signature	Date	