

COMMUTER BENEFIT INFORMATION



Pro-Flex Commuter Benefits Program

Use the money in your Pro-Flex Commuter Program for all of your eligible work-related transit and parking expenses. Work-related transit expenses consist of vouchers, passes, tokens, and fare cards for transportation via bus, commercial vanpool, subway, train, ferry, or streetcar. Parking expenses incurred include parking at or near work, parking at or near transportation site and park and ride expenses. Ineligible expenses include (but are not limited to) tolls, car maintenance, carpools and gasoline.

Each paycheck, you set aside some of your pay, before taxes, to use for your eligible transit and/or parking expenses.

You save because the money to fund the program is deducted from your pay before taxes are taken out. Since the money used to fund the program isn't taxed, you save between 25% and 40% on every purchase.

If, for example, you spend \$100 a month on your commute, you can save up to \$40 a month (\$480 a year) with the program.

Signing up is easy! See your Employer's Human Resource Department for additional details today.

Here are just a few examples of qualified expenses:

Parking Account

Parking near work • Parking near a transportation site • Park and ride lots

Transit Account

Vouchers • Passes • Tokens • Fare Cards • Bus fare • Commercial Vanpool Fees • Subway expenses • Train • Ferry • Streetcar expenses

Ineligible Expenses

Tolls • Gasoline • Car Maintenance • Parking costs incurred at your residence

For a complete list of eligible expenses, please visit our website, www.proflextpa.com or consult IRS Publication 15-B

The Pro-Flex Payment Card



What is the Payment Card?

The MasterCard Debit Card is a convenient debit card that can simplify the process of paying for eligible expenses. It is an alternative to the traditional method of filing claims. You can use the card at qualifying merchant locations wherever MasterCard is accepted.

Exactly what is the convenience of the Payment Card?

The Payment Card allows you to pay for eligible expenses at the point of service:

- **Immediate access to your account** – you avoid paying with cash or check
- **Immediate payment of the expense** – you avoid waiting for a reimbursement check

Where can I use my Payment Card?

The Payment Card can be used at any vendor that sells Parking/Transit Passes or Fares.

Additional Questions?

Contact Pro-Flex Administrators:

- By phone at 716-633-2073 or 1-855-847-9069
- By E-mail: csr@proflextpa.com
- Online at www.proflextpa.com

For additional frequently asked questions and information, visit www.proflextpa.com.

Pro-Flex Commuter Account FAQs

How do I enroll?

You can enroll in the account through your employer. Enrolling is as easy as completing a short enrollment application.

How much can I contribute?

You can elect to have up to \$300 withheld from your paycheck per month for parking expenses, or up to \$300 per month for transit expenses.

How do I receive reimbursement for my expenses?

After you enroll in the Commuter Benefit, Pro-Flex will send you a Payment Card to be used to pay for your Parking and Transit expenses. You may use the card to access your account balance at any time.

You also have the option to file a claim for reimbursement for your out of pocket commuter expenses. Claims can be filed by logging onto our website, www.proflextpa.com or by downloading Pro-Flex's free Mobile App on your Smartphone or Tablet.

Paper claim forms are available on the Pro-Flex website by clicking on "Plan Participant Information"

Fax claim forms to (716) 929-2013 or toll free to 1-855-214-8987

Mail claim to:
Pro-Flex Administrators, LLC
8321 Main Street
Williamsville, NY 14221

What is the maximum amount I can be reimbursed?

You may be reimbursed for up to \$300 of your monthly Transit expenses, and up to \$300 of your monthly Parking expenses.

(Minimum check reimbursement amount is \$25.00)

If I terminate employment can I still file a claim?

Yes, you can file claims for qualified expenses on services received prior to your termination date through the end of the plan year.

How will I know the status of my account?

Each reimbursement check you receive will include an account summary. You can also access your account information and balance anytime by visiting www.proflextpa.com or by downloading the Pro-Flex Mobile App.

DIRECT DEPOSIT SAVES TIME!

Eliminate the hassle of manual checks and have your reimbursements deposited for you directly into your account. No more waiting for the mail or wasting time at the bank. Let us do the work for you.

Sign up for direct deposit TODAY to get your reimbursement faster. This service is FREE!

