



TRANSIT/PARKING BENEFIT ACCOUNT

2019

The purpose of the Transportation Benefit Plan is to allow eligible *Employees* to use **Pre-Tax** funds provided through employee compensation reductions to pay for *Transportation Benefits and Qualified Parking Expenses*. \$265 monthly maximum for transit and \$265 monthly maximum for parking.

What specific Transportation Benefits are provided by the Plan?

Transit Pass Expenses are expenses incurred or paid for a pass, token, fare card, voucher, or similar item (Transit Pass) for transportation (a) on mass transit facilities (such as train, bus, subway or ferry), whether or not publicly owned; or (b) provided by any person in the business of transporting persons for compensation or hire if such transportation is provided in a vehicle with a seating capacity of at least six adults (excluding the driver). **Qualified Parking Expenses** are expenses incurred or paid for parking at or near your regular place of employment with the Employer, or expenses incurred to park your car at a location from which you commute to your regular place of employment by (a) carpool; (b) a Commuter Highway Vehicle; (c) mass transit facilities; or (d) transportation provided by any person in the business of transporting persons for compensation or hire, if such transportation is in a Commuter Highway Vehicle.

When are Transportation Expenses “incurred” or “paid”?

For Transportation/Parking Expenses to be reimbursed, they must have been *incurred* or *paid* during the monthly Period of Coverage for which an election is in force. A Transportation/Parking Expense is *incurred* when the service that gives rise to the expense is provided. A Transportation/Parking Expense is *paid* when you formally pay for the service; it is not paid when you are formally billed for or charged for the service. You may not be reimbursed for any Transportation/Parking Expenses arising before the Plan became effective, before your Election Form/Compensation Reduction Agreement became effective, or for any expenses incurred or paid after a separation of service.

How do I access funds from the Transportation Account?

You can access funds by submitting eligible receipts/statements, along with Claim Form, directly to PrimePay for reimbursement via check. Keep in mind that you can only access the balance that is currently in the account at any given time. Reimbursements are processed daily.

When would I risk forfeiting my Transportation Benefits?

The monies that you set aside in this account will rollover from month to month as long as you are employed by your current employer. **If you have any funds in your Transportation Account at the time you terminate employment, or stop being eligible for any other reason, any amounts not applied for Transportation Expenses incurred or paid prior to the termination will be forfeited. Please note that Transportation Account balances are not able to be reinstated if rehired.**



TRANSIT/PARKING BENEFIT ACCOUNT – FAQ’S

Q– When is an employee eligible to participate in the Transit/Parking Benefit Plan (the Plan)?

A– There is no waiting period for an employee to participate in the Plan. Employees are eligible to participate on the first day of employment service.

Q- How does an employee become a participant?

A- By completing & submitting the “PrimeFlex Form#2 – Pre-Tax Transit & Parking Enrollment Form”. The Form will be provided to all new hire employees and posted to Legal E’s website. Forms are also available upon request.

Q– When can an employee start contributing/deducting from the Plan?

A- The Plan entry date(s) is the first of every month following the date of hire. Several days of administrative time is needed to process completed Forms. If a completed Form is received too close to the start of an entry date, the effective Plan date will move to the following month (next open entry date).

Q- Can an employee change their Plan contribution/deduction elections once enrolled?

A- Yes, employees can submit a new Form to change their contribution/deduction election at any time. The change will take effect on the next coverage period (the succeeding month’s entry date).

Q- The claim reimbursement form asks participants to select an “account type” code, which code(s) do employees use?

A- Select account type code “TRN” for Transit expenses and “PKG” for Parking expenses.

Q- Is there a grace period for submitting expense reimbursements after employment separation?

A- There is a “runout” period of 30 days for employees to submit claims for eligible expenses that occurred prior to employment separation. The runout period 30-day clock starts immediately after employment separation.

Q- Will employees pay any administrative cost under the Plan?

A- No, the administrative costs are paid entirely by the Company.

Q- What happens if a claim for benefit is denied?

A- If an employee’s claim for benefits is denied in whole or in part, the employee will be notified in writing by the Administrator within 90 days of the date the Administrator received the claim. An employee has 60 days to appeal after receiving a denial determination.

Q- Is more information available for the Transit Benefit Plan?

A- Yes, employees may request the Plan’s Summary Plan Description (SPD) for more detailed information. Once enrolled, employees may also download a free mobile app (re: Primeflex Mobile) to access their account at any time.

Q- Is there a point of contact for additional information about this Plan?

A- Yes, employees may call the PrimeFlex support hotline at 1-877-769-3539 or email: primeflex@primepay.com

IMPORTANT REMINDER: If you have any funds in your Transportation Account at the time you terminate employment, or stop being eligible for any other reason, any amounts not applied for Transportation Expenses incurred or paid prior to the termination will be forfeited. Per Legal E policies, assignments can extend or prematurely end at any time and without notice regardless of the original duration previously discussed. Please note that Transportation Account balances are not able to be reinstated if rehired.