



OFFICE OF PAYROLL ADMINISTRATION

One Centre Street, Room 200N, New York, New York 10007

November 2010

Dear City of New York Employee,

The City of New York is pleased to offer you an expanded Commuter Benefits Program. The City of New York has selected WageWorks as a provider to significantly expand the TransitBenefit program and to offer access to new Transit Plans and many more transit providers throughout the New York Tri-State area.

This document provides an overview of the expanded Commuter Benefits Program, where you can obtain more detailed information and how you can enroll. If you are already enrolled in the current TransitBenefit program, this document also provides information on what will happen to your current benefit and about your transition to the new program.

What are the options in the expanded Commuter Benefits Program?

Starting December 1, 2010, however you ride, the expanded Commuter Benefits Program — administered by WageWorks — will give you more and better ways to save. The program works for virtually any transit system in the Tri-State area. No matter where you live and work, you're covered. Use it for:

- **MTA NYCT, MTA Long Island Railroad, MTA Metro-North Railroad**
- **NJ Transit, PATH, and NY Waterway, to name a few...**
- **Paratransit and the MTA's Access-A-Ride program**
- **Parking at or near public transit to get to work**

Below is a brief description of each of the plans available to you in the Commuter Benefits Program. You can also visit www.getwageworks.com/nyc to learn more.

- 1) **Commuter Card Plan** – The Commuter Card is a stored value card loaded with your pre-tax and post-tax payroll deductions that can be used to purchase transit passes and tickets at transit providers throughout the New York Tri-State area. The Commuter Card works just like a credit card at transit provider ticket vending machines, ticket windows and online/web stores. It is accepted at almost 90 providers. To see a list of where the Commuter Card will work - visit <http://getwageworks.com/nyc/transitcard>.

The Commuter Card plan offers two deduction options:

- **Commuter Card – No Admin Fee:** Under this option, you will have a set deduction amount equivalent to the cost of the MTA NYCT 30-Day Unlimited Ride MetroCard, \$104 as of 12/30/2010, pre-tax per month. You will receive a Commuter Card that can be used to purchase any transit fare media up to the available balance including MetroCards and specifically, the 30-Day Unlimited Ride MetroCard. The City will pay the administrative fee of \$1.77 per month for this option.
- **Commuter Card – Unrestricted:** Under this option, you select the payroll deduction amount of your choice to be loaded to your card to meet your monthly transit costs. You are not limited to the deduction amount in the No Admin Fee option above. You will receive a Commuter Card that can be used to purchase any transit fare media including, but not limited to, MetroCards, LIRR and Metro-North tickets up to the balance on your card. You will pay an administrative fee of \$1.77 per month through payroll deductions for this option.

Visit http://www.nyc.gov/html/opa/html/transportation_benefits/commuter-card-program.shtml for more details about the Commuter Card Plan.

- 2) **Transit Pass Plan** – This plan allows you to arrange for home delivery of your transit provider passes and tickets through the City's provider, WageWorks. In this plan, you fund an account with WageWorks with your pre-tax and post-tax payroll deductions and you select a pass on the WageWorks system using the funds in your account. You can select from their extensive catalog of transit providers and transit passes covering the New York Tri-State area. To see a list of the providers available in the Transit Pass Plan – visit <http://getwageworks.com/nyc/transitplan>. WageWorks will deliver your pass or ticket to your designated mailing address by the 1st day of each calendar month. With the Transit Pass Plan, you pay an administrative fee of \$3.05 per month through payroll deductions. For more details about the Transit Pass Plan – visit http://www.nyc.gov/html/opa/html/transportation_benefits/transit-pass-plan-information.shtml.

- 3) Access-A-Ride/Paratransit Plan** – This plan allows you to participate in the MTA’s Access-A-Ride program or other paratransit programs supported by other transit providers. In this plan, you fund an account with WageWorks with your pre-tax and post-tax payroll deductions and you select your Access-A-Ride coupons or other paratransit options on the WageWorks system using the funds in your account. WageWorks will deliver your Access-A-Ride coupons or tickets to your designated mailing address by the 1st day of each calendar month. The City will pay the administrative fee of \$3.05 for this plan. For more details about the Access-A-Ride/Paratransit Plan - visit http://www.nyc.gov/html/opa/html/transportation_benefits/access-a-ride-plan-information.shtml.
- 4) Park-n-Ride Plan** – This plan allows you to use your pre-tax and post-tax payroll deductions to pay for parking at or near a public transportation stop or station that you use to commute to work. Only transit-related parking is eligible. You must be jointly enrolled in one of the above transit options in order to enroll in this plan. With the Park-n-Ride plan, you pay an administrative fee of \$3.05 per month through payroll deductions. For more details about the Park-n-Ride plan – visit http://www.nyc.gov/html/opa/html/transportation_benefits/park-n-ride-plan-information.shtml.

What do I need to do if I am enrolled in the current TransitBenefit Program?

The programs offered through the former TransitBenefit Program will be discontinued by the dates shown below. If you are currently enrolled in the TransitBenefit Program, you will be transitioned to one of the new Commuter Benefits Program Plans. Your payroll deductions will continue and will remain at the same amount in the new Commuter Benefits Plan. Below is a chart which describes the current TransitBenefit Program plans, the new Commuter Benefits plan to which you will be transitioned and the actions you may need to take.

Current TransitBenefit Plan	New Commuter Benefits Plan	End Date Under Current TransitBenefit Program	Effective Date Under the Expanded Commuter Benefits Program
Premium TransitChek MetroCard	<ul style="list-style-type: none"> You will automatically receive a Commuter Card from WageWorks. You will be enrolled in the No Admin Fee option. If you wish to opt out, or enroll in another plan, you will need to do so by 12/31/2010. 	01/31/2011 (Last day to use the Premium Card)	02/01/2011 (Your new WageWorks Commuter Card fully funded for use)
Transportation Spending Account Card (TSA Card)	<ul style="list-style-type: none"> You will automatically receive a Commuter Card from WageWorks. You will be enrolled in the Unrestricted option. If you wish to opt out, you will need to do so by 11/23/2010. You will not be able to use your JPMorgan Chase TSA Card as of 12/06/2010 as your remaining balance will be transferred to your new WageWorks Commuter Card by 12/15/2010. 	12/05/2010 (Last day to use TSA Card)	12/01/2010 (Your new WageWorks Commuter Card will be mailed)
Access-A-Ride (AAR)	<ul style="list-style-type: none"> You will automatically be enrolled in the Access-A-Ride/Paratransit plan through WageWorks. No further action is required on your part. 	12/31/2010	01/01/2011

What do I need to do if I am not currently enrolled and want to enroll in the Commuter Benefits Program?

Starting December 1, 2010, City employees may enroll in the Commuter Benefits Program by going to NYCAPS Employee Self Service at www.nyc.gov/ESS or contact your agency’s TransitBenefit Coordinator. For more information – visit www.nyc.gov/payroll. For a list of City Agency TransitBenefit Coordinators – visit http://www.nyc.gov/html/opa/html/transportation_benefits/transitbenefit-coordinator-list.shtml.

Department of Education (DoE) employees can enroll at the DoE **Web Employee Self Service/Web Payroll** application that can be accessed online using your DoE Outlook e-mail ID and password at <https://payrollportal.nycboe.net>. You can also download an enrollment form from the DoE website at <http://schools.nyc.gov>. DoE forms are mailed to the Department of Education, 65 Court Street, Room 1003, Brooklyn, NY 11201.

City University of New York (CUNY) Community College employees may download an enrollment form from the CUNY website at www.cuny.edu/transitbenefit and contact your TransitBenefit Coordinator for processing.