

Transition from Premium Card to Commuter Card—No Admin Fee

If you currently are in the annual Premium TransitChek MetroCard program, you will automatically be transitioned to the WageWorks Commuter Card No Admin Fee.

What does this mean for you?

- ✓ In mid January, you will receive a WageWorks Commuter Card.
- ✓ Your WageWorks Commuter Card is a stored-value debit card that you will use to purchase MetroCards or passes at vending machines or from other transit operators in the Tri-State area.
- ✓ Your Premium TransitChek MetroCard will stop working after midnight on January 31, 2011.

What do I need to do?

Step 1:

- ✓ Look out in the mail for your new WageWorks Commuter Card in January.
- ✓ **Activate your Commuter Card.**

Step 2:

- ✓ Use your WageWorks Commuter Card to purchase MetroCards or other transit passes or tickets after deductions are taken on payday.
- ✓ You do not have to wait until February 1 to buy a new MetroCard.
- ✓ You will have enough money on your WageWorks Commuter Card on the 2nd payday in January to purchase a Monthly Unlimited MetroCard for the month of February.
 - For most City employees your second payday is January 21st
 - For NYCHA your second payday is January 27th

Is there anything I should do to prepare for the new program?

- ✓ Beginning December 1, you may go into ESS and go to Personal Information to check your Mailing Address, Email, and Phone and update if necessary.
- ✓ WageWorks will send your Commuter Card to the Mailing Address in ESS and contact you by Email.
- ✓ Beginning December 1, if you wish, you can check ESS Commuter Benefits and see that the transition to the Commuter Card is set up.
- ✓ Look into different options for purchasing transit passes or tickets that fit your commute.
- ✓ MTA NYC Transit offers the EasyPay Xpress MetroCard which works like any other MetroCard with the convenience of one card that refills itself. You can use your WageWorks Commuter Card for EasyPay Xpress options; however, you must supply a second personal credit/debit card as a back-up to MTA NYC Transit if you sign up for the 30-Day Unlimited Ride option. Go to the MTA website to learn more <http://www.mta.info/metrocard/EasyPayXpress.htm> .
Note that if you choose EasyPay Xpress there will be gap in timing for which you may need to purchase additional MetroCards.

What else should I know?

- ✓ The City will pay the Administrative Fee of \$1.77 for you.
- ✓ If you use your Commuter Card at a vending machine, **select Credit** and follow the instructions. A Personal Identification (PIN) is not required for this card. If you are prompted for a zip code, enter the zip code on file at WageWorks.
- ✓ Beginning January 2011, payroll deductions of \$104 per month (or \$52 per biweekly payroll) will be sent to WageWorks to fund your Commuter Card. \$104 is the new MTA fare for a Monthly Unlimited MetroCard.
- ✓ In a month with three paydays, you will have deductions taken only on the first two paydays of the month.
- ✓ If you are paid weekly, you will have deductions taken only from the first four paydays of the month.
- ✓ You may purchase any type of transit passes or tickets as long as you have funds on your card. Or you may supplement funding on your WageWorks Commuter Card with your own Credit Card by calling 1-877-WageWorks (1-877-924-3967) Monday to Friday, 8 a.m. to 8 p.m. When you call WageWorks, identify yourself as a City of New York employee.
- ✓ After the first payday in January, you may register on WageWorks website <http://getwageworks.com/nyc/> or call 1-877-WageWorks (1-877-924-3967) to check your balances and card activity.
- ✓ For security validation, you will be prompted for:
 - Last name on your paycheck
 - Month and Day of Birth (not year)
 - Zip code on file with WageWorks
 - Last four digits of your Employee Reference Number.
- ✓ Your payroll deductions will be posted on your WageWorks Commuter Card on payday.
- ✓ If you wish to opt out, or enroll in another plan, you will need to do so by December 31, 2010.
- ✓ To cancel, go to NYCAPS Employee Self Service (ESS) or contact your TransitBenefit Coordinator.