

# MY FLEXIBLE SPENDING ACCOUNT:

## PARKING AND MASS TRANSIT FSA BENEFIT INFORMATION



Work-related parking and mass transit expenses can really add up! Fortunately, you can be reimbursed for a number of those expenses under your company-sponsored Parking and Mass Transit FSA Benefit programs. Below is a list of eligible expenses, yearly contribution limits, and the steps to take to apply for reimbursement if you do not use your existing FSA benefits debit card.

### PARKING EXPENSES

- Fees for employee parking:
  - That is located on or near your employer's premises
  - At or near a mass-transit location (allowing you to commute via mass transit)
  - At or near a van-pooling or car-pooling meeting site
- Parking provided to an employee where an employer pays directly to a parking lot operator
- Parking that an employer provides on its premises in which lease ownership is required

Contribute up to \$270 per month.

### MASS TRANSIT EXPENSES

- Transit Pass
- Transit Token
- Transit Fare-Care
- Transit Voucher
- Van-Pooling
- Commuter Highway Vehicle Expense\*
- Similar items may also be eligible for reimbursement pending approval from your employer

Contribute up to \$270 per month. All expenses must be provided by a Mass Transit Facility or Qualified Van-Pooling Service.

*\*A Commuter Highway Vehicle is any highway vehicle with a seating capacity of at least six adults, not including the driver, used for travel between the employee residence and place of employment.*

### HOW CAN I GET REIMBURSED?

You can use your FSA debit card at the point of service to pay for eligible expenses OR submit a paper reimbursement form with substantiation to BCC by following these instructions:

1. Get receipt for your parking and/or mass transit expense.
2. Complete the Parking & Mass Transit FSA Reimbursement Request Form and attach a copy of the receipt.
  - *If you cannot obtain a receipt, you must complete and sign the Employee Certification section AND the Authorization section of the Reimbursement Form. Examples of this instance include paying via parking meter or paying via coin box.*
3. Send the completed form and receipt:
  - **BY MAIL:** BCC, Attn: Claims  
Two Robinson Plaza, Ste. 200  
Pittsburgh, PA 15205
  - **BY FAX:** 412-276-7185
  - **BY E-MAIL:** [fsa-claims@benxcel.com](mailto:fsa-claims@benxcel.com)
  - **MY SMARTCARE:** online portal or mobile app

For more information, contact BCC's Customer Service Center at 800-685-6100.