

TRANSIT SPENDING ACCOUNTS

Save money on public transportation expenses for commuting to work!

- A Transit Spending Account (TSA) allows you to **set aside up to \$315 (as of 2024) per month or \$157.50 per pay period on a pre-tax basis** from your paycheck to pay for public transit (e.g. bus, light rail, train, and subway) expenses you incur when commuting to work.
- **Start, increase or decrease contributions, or cancel** your TSA enrollment by going to your **Benefits Central Portal** at keepingLAwell.com.
- Register an account with **WageWorks (Health Equity)**, WageWorks.com, where you can access your TSA balance by **purchasing monthly passes** to be mailed to your home.
- **Your transit costs are deducted from your TSA** - if your pass costs more than the balance in your account, you can use a debit or credit card to complete your payment.
- For each month you have an active TSA deduction taken, you will (if eligible and upon election) **receive the City's transit match of up to \$100**.
- The **match will be credited to your paycheck** a couple of months after your deduction is taken and does not require a separate reimbursement claim.

Contribute to your Transit Spending Account

Set aside up to **\$315** per month (or up to **\$157.50 per pay period**) in your TSA.

Fee: **\$1.50 per pay period**

DIRECT PURCHASE OPTION

Once you have a balance in your TSA, you can place an order for a transit pass through the WageWorks website, www.wageworks.com. **Your order is due by the 10th of each month in order to receive your pass before the 1st of the following month.**

COMMUTER CARD OPTION

Once you have a balance in your TSA, you can request and load a Commuter Card with available funds. **You must inform WageWorks by the 10th of the month of any amount you want loaded for the following benefit month.** The amount you request will be loaded by the 20th of the month, in order to be available for use the subsequent benefit month.

Examples

Joe pays \$285 for a monthly train pass.

He sets aside **\$280** per month into his TSA beginning January.

Before February 10, he orders his **\$285** monthly train pass through WageWorks; **\$270** is deducted from his TSA balance and the remaining **\$15** is charged to his credit card.

WageWorks mails his pass to him by February 28, so he can begin using it in March.

In March, based on his January contributions, he receives a **\$100** after-tax transit match on his paycheck from the City.

Mary spends at least \$200 a month in daily train tickets.

She sets aside **\$200** per month into her TSA beginning on her January paychecks.

Before February 10, she goes online, selects Commuter Card under "Select Product" and indicates she expects to spend **\$200** for transit in March. WageWorks mails her Commuter Card by February 28 and she makes her purchase using her Commuter Card.

In March, based on her January contributions, she receives a **\$100** after-tax transit match on her paycheck from the City.

Special Notice regarding "Pay Me Back" Option

IRS Revenue Ruling 2014-32 provides that effective December 15, 2015, the "Pay Me Back" reimbursement method will no longer be available as an option to pay for qualified transit expenses. TSA participants utilizing this election must cancel it by October 15, 2015.

Learning more about the TSA

The Transit Spending Account allows you to set aside up to \$315 per month or \$157.50 per pay period on a pre-tax basis to pay for public transit expenses, including bus, rail, train, and subway fares.

How it works:

- Go to your Benefits Central Portal at keepingLAWell.com to get started. You can enroll or disenroll for the program at any time.
- Select an amount to contribute from **\$20 to \$315** per month.
- You can begin using your TSA once you see your deductions on your paycheck, and a balance shows in your registered **WageWorks** account at WageWorks.com.
- In most cases, transit passes and tickets (including reloads to a TAP card) can be purchased directly through the WageWorks website. Purchase your transit pass/ticket **by the 10th of the month** and it will be mailed to the address you indicate prior to the month they will be used. **Your TSA account will automatically be debited** the amount you select. You may also use your debit or credit card to cover the costs of a purchase if you have not yet accumulated enough in your TSA account at time of purchase.
- You can also purchase your transit pass(es) directly from the transit provider (e.g. from Metrolink or Metro) by choosing a Commuter Card to purchase transit passes that accepts the Commuter Card. However, **you must notify WageWorks before the 10th of the month how much you plan to load into your Commuter Card in the following month.** The amount you request will be loaded by the 20th of the month, in order to be available for use the subsequent month.
- A **\$1.50 administrative fee** will be deducted from each paycheck. This is a flat fee for any combination of WageWorks accounts – you will see only one fee whether you have a TSA and/or a Healthcare Flexible Spending Account, Dependent Care Reimbursement Account, or Parking Spending Account.

Things to remember:

- Per Internal Revenue Code regulations, any funds that you contribute through pre-tax payroll deductions **cannot be refunded.**
- You are not required to make your transit purchases in the month you make your contributions. **Funds can be accumulated and used whenever you wish. However, you cannot keep more than \$1,500.00 in either your WageWorks account or Commuter Card at any given time.**
- **Employees of LADWP, Airports and Harbor are not eligible to join this program.**
- There are **no “use it or lose it” provisions at year-end.** Funds are rolled over to subsequent years until you terminate from the City or transfer to DWP, at which point you have ninety (90) days to use your TSA funds before they are forfeited.
- For each month you have an active TSA deduction taken, you will (if eligible and upon election) **receive the City’s transit match of up to \$100.** The match will be credited to your pay check and does not require a separate reimbursement claim.

This flyer is intended for general informational purposes only and is subject to change. For current and specific program information, please consult the WageWorks website, at www.WageWorks.com or call 877-924-3967.

COMMUTEwell

Options. Value. Convenience.

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