

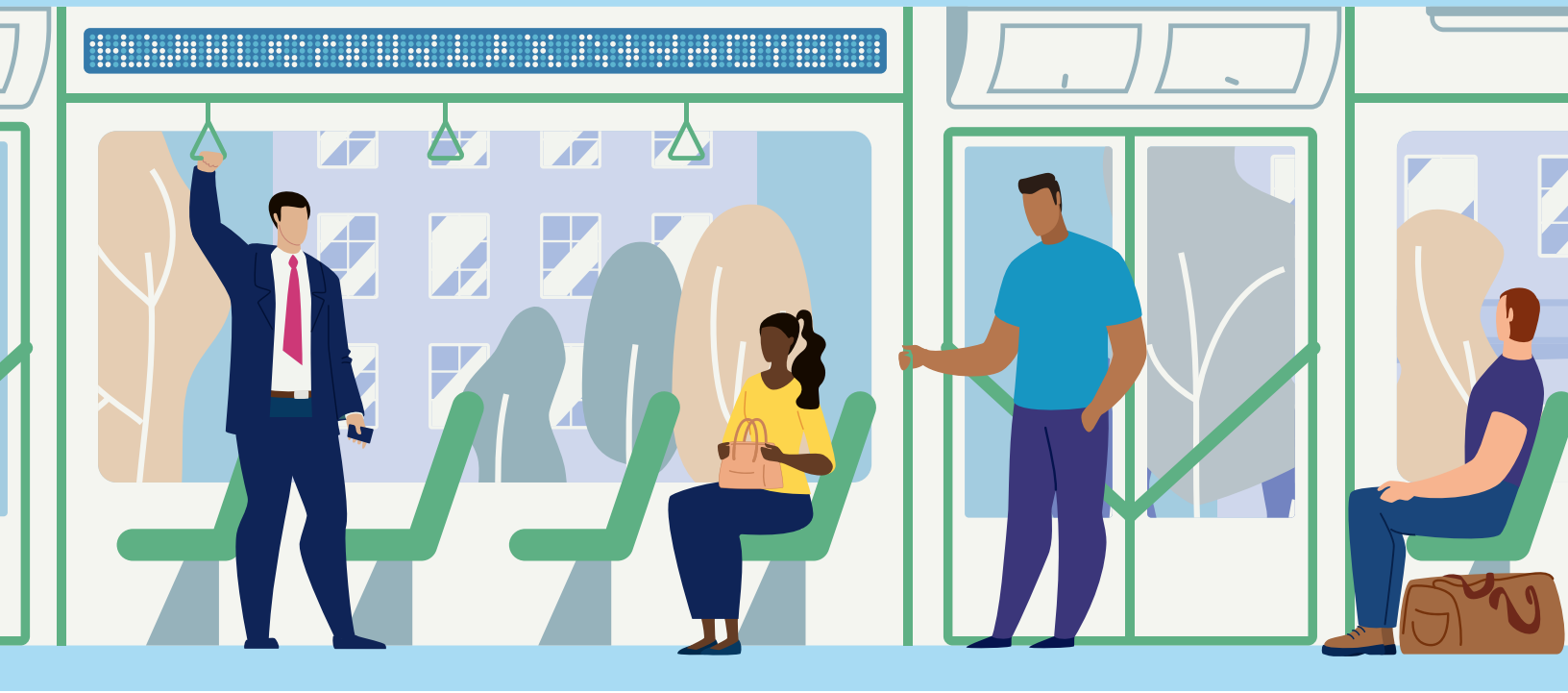


As a participant in the County's Commuter Benefit Plan (CBP), you save money by using pre-tax dollars to pay for work-related commuting expenses such as: bus/rail passes, transit vouchers, Metrolink passes, Transit Access Pass cards (TAP cards), vanpool fees, and parking. You can also order an Edenred Benefits Prepaid Mastercard® to purchase eligible transit and parking expenses. The CBP also offers automatic payment and delivery features for these purchases.

HOW THE CBP WORKS

- Visit mylacountybenefits.com, then click the link in the Commuter Benefits tile
- Choose the CBP product(s) and the amount you want to have deducted from your paycheck, up to the IRS allowable monthly limit of \$300 for transit and another \$300 for parking¹
- Your CBP product will be mailed to your address or loaded electronically to your commuter pass or card
- Your parking can be paid directly to the provider, or you can submit claims for parking reimbursement using CBP funds
- Any enrollments or election changes made by 8:59 p.m. PT on the 10th of each month will be effective on the first day of the following month
- The payroll deduction will appear on the second paycheck of the same month in which you placed a CBP order by the 10th of the month deadline (for example, for an order placed by January 10, the payroll deduction will be reflected on the second paycheck in January, and you will receive that order by February 1)
- You can adjust the amount of your election, the frequency of your purchases, or set your account to automatically place the same order each month when enrolling so that the same amount is deducted from your paycheck each month

¹ Expenses over the \$300 pre-tax monthly limits will be deducted from your paycheck on an after-tax basis.



SELECT YOUR CBP PRODUCT

When you enroll, choose from the following products:

- **Edenred Benefits Prepaid Mastercard** – Use this pre-paid debit card to pay for eligible transit or parking expenses¹
- **Transit Access Pass (TAP) Cards** – Have your monthly passes automatically applied to your TAP card
- **Monthly Transit Pass home delivery** – Get your monthly pass delivered to your home or automatically reloaded
- **Commuter check vouchers** – Available for transit or parking expenses and redeemable at participating transit and parking authorities
- **Direct pay parking orders** – Use your monthly CBP benefit to pay your parking provider directly
- **Parking cash reimbursement** – When you pay directly for parking, you can file claims to be reimbursed for qualifying expenses
- **Vanpools** – These are covered if they meet the following criteria:
 - The vanpool must qualify as a “commuter highway vehicle”
 - It must be a leased vanpool, owned and operated by a public transit authority or private business
 - Personal employee group carpools do not qualify
 - The van must seat at least six adults excluding the driver
 - At least 80% of the vehicle must be dedicated to transporting employees between their homes and workplace, with County employees occupying at least half of the vehicle’s seats, not including the driver’s seat

The CBP doesn’t cover Uber and Lyft.

¹ The Edenred Benefits Prepaid Mastercard complies with IRS regulations and can only be used at locations where the merchant exclusively provides fare media or qualified parking services.



ENROLL AND MAKE CHANGES

CBP benefit enrollments are managed and accepted online on a monthly basis. To enroll and make changes to your account:

1. Log in to mylacountybenefits.com.
2. Click the link in the Commuter Benefits tile.
3. Select “Place an Order” from the left menu. You can change the ZIP code and browse transportation and parking categories in your area.
4. Select your preferred transportation and/or parking categories. Follow the prompts and enter the required information. You can set your account to automatically place the same order each month and exclude months when you don’t need the order.
5. When ready, review your order and click “Checkout.” When done, click “Place Order.”
6. You will see “Your order is complete” after you’ve placed an order. From here, you can return to your dashboard.

Important: The system does not prevent you from placing orders above the pre-tax limit (\$300 per month in 2023). Any amount above the monthly pre-tax IRS limit will be deducted from your paycheck post-tax.



HELPFUL CBP TIPS

- You can enroll, make changes, pause or cancel your participation in the CBP anytime during the year
- If you use multiple forms of transportation, you can select multiple CBP products to cover different commuting expenses – simply follow the instructions under “Enroll and Make Changes” to select a product and place an order, then repeat for subsequent products
- If you consistently select the same transit products, you can set your account to automatically place the same order each month, and exclude months that you do not need CBP benefits (for example, because of vacation or a leave of absence)
- Using an Edenred Benefits Prepaid Mastercard can give you the flexibility to make occasional transit or commuter rail purchases if you do not need a monthly pass
- When submitting claims for parking expenses, you have 180 days from the date of the incurred expense to submit your reimbursement claim
- Pre-tax CBP contributions cannot be refunded per IRS regulations, so plan carefully





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GET THE MOST OUT OF YOUR COMMUTER BENEFIT PLAN

Open immediately – important details
about managing your CBP benefits inside

IMPORTANT DEADLINES



10TH OF EVERY MONTH

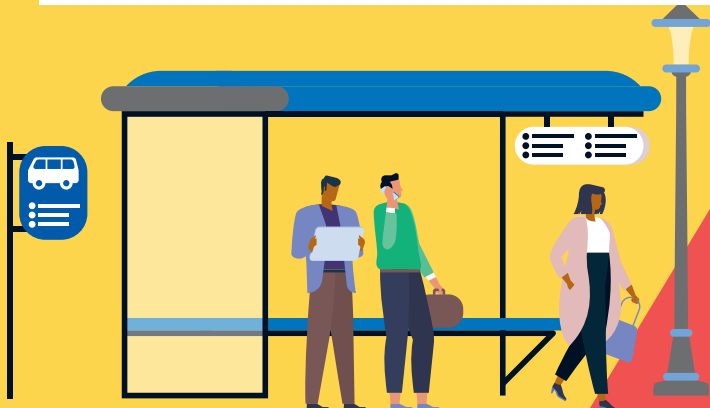
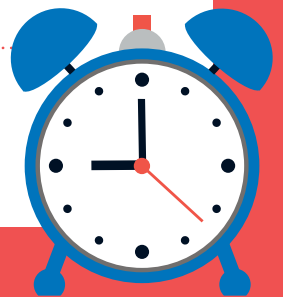
Deadline to enroll in, pause, or make changes to your CBP benefits for the next month

If you set your account to automatically place the same order each month by the 10th of the month, your CBP benefits will begin the first of the next month and continue each month until you change your election



FIRST OF EVERY MONTH

CBP benefits are available if you enrolled by the 10th of the previous month



QUESTIONS?

If you have questions, visit
mylacountybenefits.com or
call **866-225-0067**, 7 a.m. to 7 p.m.,
Monday – Friday.