



# My Company Plan

This document defines the CommuteEase options by your company.

## Appendix to the CommuteEase Summary Plan Description

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### My Plan

Plan Name:	<b>West Valley-Mission Community College District Qualified Transportation Plan</b>
Type of Plan:	CommuteEase

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### My Plan Dates

First Benefit Month:	July 1
Anniversary Date:	July 1

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### Eligibility

<b>Coverage Type</b>	<b>Eligibility</b>
CommuteEase	Employees are eligible the first of the month following date of hire. Only employees who are regularly scheduled to work at least 18 hours weekly can participate.

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### My CommuteEase Accounts

#### Transit

You use the Transit account for transit expenses (subways, trains, buses, vanpooling, etc.) incurred for transportation between your residence and regular place of employment. To order Transit benefits, log into your account at [www.ebcflex.com](http://www.ebcflex.com) and link to the WiredCommute online ordering platform.

Maximum Monthly Contribution: \$245.00

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#### Parking

You use the Parking account for qualified parking expenses that are incurred for the purpose of allowing you to park at or near the business premises of your employer or near a location from which you commute to work. To order Parking benefits, log into your account at [www.ebcflex.com](http://www.ebcflex.com) and link to the WiredCommute online ordering platform.

Maximum Monthly Contribution: \$245.00

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#### Parking - Cash Reimbursement

The Parking - Cash Reimbursement account allows you to submit reimbursement requests for qualified parking expenses. To order Parking - Cash Reimbursement benefits, log into your account at [www.ebcflex.com](http://www.ebcflex.com) and link to the WiredCommute online ordering platform.

Maximum Monthly Contribution: \$245.00

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### My CommuteEase Options

#### Administration Fees

Administrative fees are paid by your employer.

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#### Employer Contributions

Employer makes no contributions.

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#### Withholding Preference

Employer allows post-tax contributions to be withheld from payroll.

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### Additional Important Information About Your CommuteEase Plan

#### Parking Claim Reimbursement Process



Web Address:  
[www.ebcflex.com](http://www.ebcflex.com)

U.S. Mail:  
Employee Benefits Corporation  
PO Box 44347  
Madison, WI 53744-4347

Phone:  
Monday-Friday, 8:00-5:00 CST  
608 831 8445  
800 346 2126

Fax:  
608 831 4790



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Submit reimbursement requests to WiredCommute online ordering platform. Save receipts for tax records.  
Claims will be processed within 5 days of submission.  
Claims must be submitted within 180 days from the date the expense is incurred to be eligible for reimbursement.  
You have 45 days to appeal a previously submitted, processed, and denied reimbursement request.  
Upon termination or loss of eligibility, you have 90 days to submit claims towards your remaining balance.

### My Company Information

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Contact Person:	Human Resources Representative
Employer Name:	West Valley-Mission Community College District
Address:	14000 Fruitvale Avenue Saratoga, CA 95070
Telephone:	(408)741-2168
Federal ID Number:	77-0268786

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### Legal Information

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Your company, West Valley-Mission Community College District, has adopted the CommuteEase Plan (the Plan) and has engaged Employee Benefits Corporation, P.O. Box 44347, Madison, WI, 53744 (telephone: 608 831 8445; toll free: 800 346 2126), to provide services related to the Plan. For purposes of federal law, the Employer is the Plan Sponsor and the Plan Administrator.

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