



My Company Plan

This document outlines all of the options included in your company's CommuteEase plan. It may include options you have chosen not to participate in. For further information about your plan, refer to your CommuteEase Summary Plan Description.

My Plan

Organization Name	West Valley-Mission Community College District (W2651)
Type of Benefit	Qualified Transportation Plan

My Plan Eligibility

Transit Account	The employee is 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.
Parking Account	The employee is 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.

My CommuteEase Options

You may choose to participate in and contribute to the following commuter account options.

Transit Account
(with Post-Tax Transit)

You can only use your Transit account to pay for transit expenses for your commute to or from your regular workplace. Your Transit account provides you with the opportunity to set aside funds to pay for mass transit (such as train, bus, subway, or ferry) or commuter highway vehicle expenses (such as vanpool).

2025 Monthly Pre-Tax Limit: \$325

Post-Tax Transit: You may contribute more than the pre-tax limit and the excess will be deducted after taxes and loaded into a post-tax transit account.

Parking Account
(with Post-Tax Parking)

You can only use the Parking account to pay for expenses you incur to park at or near your regular place of employment or at a location from which you commute to work by carpool, mass transit (such as train, bus, subway, or ferry) or commuter highway vehicle (such as vanpool).

2025 Monthly Pre-Tax Limit: \$325

Post-Tax Parking: You may contribute more than the pre-tax limit and the excess will be deducted after taxes and loaded into a post-tax parking account.

My CommuteEase Contributions

Schedule your monthly contribution on our website by 11:59 p.m. Central time on the 13th of the month prior to the month you plan to use the benefit (referred to as the benefit month). For example, if you plan to use parking and/or transit funds in July, contributions need to be made no later than June 13th.

First, create an account on our website (www.ebcflex.com) by registering as a Participant. Then, go into the Main Menu and click CommuteEase Contributions under the Manage section. You can select a one-time contribution, or you can set up a recurring contribution so that your contribution automatically repeats each month. Log into this same account if you wish to cancel your recurring contribution or change a contribution before the monthly deadline.

You cannot contribute a pre-tax amount that exceeds the monthly IRS limit for each of your CommuteEase accounts. If your monthly expenses exceed that limit, you may contribute a higher amount, but the amount that exceeds the pre-tax limit will be deducted on a post-tax basis.

Accessing My CommuteEase Funds

Paying for Eligible Commuter Expenses with the Benefits Card

Your employer's CommuteEase plan includes a Benefits Card. The Benefits Card is a prepaid debit card you can use to pay for eligible expenses with funds directly from your Transit or Parking account. You may only use your pre-tax account to pay for expenses up to the monthly pre-tax limit each month.

The Benefits Card is accepted at transit agencies and designated transit retail centers where only transit passes, tickets, fare cards, and vanpool passes are sold, directly in your smartphone app for UberPool or Lyft Line rides, and at most parking facilities that accept Mastercard™ debit payments. If a transit authority charges a service or handling fee when purchasing, you are responsible for paying the fee.

You do not need to submit receipts to Employee Benefits Corporation for Benefits Card transactions; however, you should keep your receipts for your tax records. If you must submit a claim for parking, you will be asked to provide your receipt.

Submitting CommuteEase Parking Claims for Reimbursement Online

When you are unable to use your Benefits Card for an eligible parking expense, you may submit claims for reimbursement online at www.ebcflex.com. You will be asked to provide a receipt unless the parking facility does not issue them. Your claim must include the parking facility's name, the type of service, the date or dates you parked there, and the amount of the expense. As long as you remain eligible for CommuteEase, you may submit claims for parking expenses up to 180 days after the date your expense was incurred or paid. You may only use your pre-tax account to pay for expenses up to the monthly pre-tax limit each month.

Parking Claims Runout Period

If you have unused parking funds and experience a loss of eligibility, you have a 90-day period beginning with your loss of eligibility date to request reimbursement for any eligible parking expenses that you incurred or paid prior to your loss of eligibility. To submit a reimbursement request after a loss of eligibility, please submit your claim through your Employee Benefits Corporation online account.

Additional Details

Fees

Your employer is paying all administrative fees for this plan.

Employee Benefits Corporation Contact Information

Your company, West Valley-Mission Community College District, has adopted CommuteEase and has engaged Employee Benefits Corporation 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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