



Commuter Benefit Plan Summary Plan Description

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YOUR COMMUTER BENEFIT PLAN

A commuter benefit plan is a qualified transportation benefit plan governed by the Internal Revenue Service (IRS) (Internal Revenue Code (IRC) Section 132(f)), which provides you with an opportunity to receive certain transportation benefits on a pre-tax basis, which means your contributions are exempt from Federal, State, and FICA payroll taxes.

Your commuter benefit plan includes transit and parking administration. In order to use your commuter benefit plan, you elect a contribution amount for each month. This amount is deducted from your paycheck on a pre-tax basis up to the monthly limit. Additional amounts can be deducted on a post-tax basis. The funds are then used to pay for eligible expenses.

About Employee Benefits Corporation

We work with your employer to offer you a commuter benefit plan and provide you with service when you use it. We manage your employer's commuter benefit plan and process any employer contributions and employee-elected contributions. We also process any parking reimbursement requests associated with the qualified commuter expenses you incur. Our website offers secure access to your account information at www.ebcflex.com.

If you have any questions about your plan options, visit us on our website, email us at participantservices@ebcflex.com or call us at (800) 346-2126.

Although Employee Benefits Corporation manages your employer's commuter benefit plan, your coverage or benefits are still provided by your employer and are subject to the policy or plan provisions.

ABOUT THIS DOCUMENT

This document covers the basic aspects of your commuter benefit plan and the associated administration. *My Company Plan* accompanies this document, and together they provide a Summary Plan Description for your commuter benefit plan, to help you understand the specific benefits offered as part of your employer's plan. You will receive a copy of *My Company Plan* from your employer, or you can access it by logging in to your account at www.ebcflex.com.

A complete *Plan Document* is available from your employer upon request.

My Company Plan contains:

- Eligibility definitions
- Details about your commuter benefit plan options
- The maximum monthly benefit available on a pre-tax basis for each account
- Contact information for the plan

HOW YOUR COMMUTER BENEFIT PLAN AFFECTS OTHER BENEFITS, TAXES AND INSURANCE

Social Security Benefits

Your commuter benefit plan generally reduces the amount of your wages used by the Social Security Administration to calculate your Social Security benefit. Consequently, your Social Security retirement or

disability income may be less than it would have been had you not participated in your commuter benefit plan. You may want to increase your retirement savings to offset the potential loss of Social Security benefits. If you have any questions or need help, please contact your local Social Security Administration office or your financial advisor.

Your Tax Return

When you receive your W-2 statement at the end of the year, the amount of wages shown on the form is your total compensation minus any amounts withheld by your employer for non-taxable benefits, including your commuter benefit plan. You report these wages when you fill out your tax return. Your income tax is lower when you use your commuter benefit plan because it is based on a smaller taxable income.

YOUR COMMUTER BENEFIT PLAN OPTIONS

As long as you are eligible for your commuter benefit plan, you can choose whether or not to participate in any of the accounts described below.

Transit Account

Your Transit account provides you with the opportunity to set aside funds to pay for:

- Mass transit (such as for a train, bus, subway, or ferry)
- Commuter highway vehicle expenses (such as for vanpool or certain ridesharing services)

Refer to the Transit Account Details section for more information.

Parking Account

Your Parking Account provides you with the opportunity to set aside funds to pay for expenses you incur to park:

- At or near your regular place of employment
- At a location from which you commute to work by carpool, commuter highway vehicle (vanpool or certain ridesharing services like UberPool or Lyft Line), or mass transit (such as a train, bus, subway, or ferry)

Refer to the Parking Account Details section for more information.

TRANSIT ACCOUNT DETAILS

Transit Account Monthly Contributions

Your monthly contribution amount is the total dollar amount you elect to contribute to the Transit account over the entire month. Your employer withholds your contributions from your paychecks throughout the month.

You decide how much pre-tax money to put into your Transit account each month, up to a monthly limit. If your eligible expenses exceed the statutory maximum monthly contribution amount, as defined by IRS regulations, your employer allows you to contribute additional post-tax dollars to pay for your remaining expenses. Refer to *My Company Plan* for the maximum monthly pre-tax contribution amount and whether any funds are contributed by your employer.

To contribute to a Transit account, you must elect a contribution for each month by the 13th of the month prior to the month you plan to use the benefit (the benefit month). If you decide that you no longer wish to receive transit benefits, simply cancel any recurring contributions and do not elect a contribution for the next benefit month. You can cancel or change your contribution for the following month at any time through 11:59 PM Central time on the 13th.

Eligible Transit Expenses

You can only use your Transit account to pay for transit expenses for your commute to or from your regular workplace. You cannot use your Transit account to pay for transit expenses for anyone else or to travel for reasons other than commuting to your regular workplace. Eligible Transit expenses include passes, tokens, fare cards, vouchers, or similar items for:

- Mass transit (such as train, bus, subway, or ferry)
- Transportation provided by any person in the business of transporting persons in a commuter highway vehicle (such as vanpool or certain ridesharing services)

A commuter highway vehicle is a highway vehicle with a seating capacity of at least six adults (excluding the driver). However, if the vanpool is run by you and your co-workers, or by your employer, in order for the vehicle to be considered a commuter highway vehicle, at least 80% of the mileage in a year for that vehicle must be:

- For purposes of transporting employees between home and work, and
- On trips where the vehicle is at least half full (excluding the driver)

Expenses Not Eligible for Reimbursement

Transit expenses that are not eligible for reimbursement include passes, tokens, fare cards, vouchers, or similar items for:

- Transportation in a vehicle with a seating capacity of less than six adults
- Transportation in a vehicle where less than 80% of the mileage in a year is for personal reasons or is for trips where the vehicle is less than half full (excluding the driver)
- Expenses claimed under another tax benefit

PARKING ACCOUNT DETAILS

Parking Account Monthly Contributions

Your monthly contribution amount is the total dollar amount you elect to contribute to the Parking account over the entire month. Your employer withholds your contributions from your paychecks throughout the month.

You decide how much pre-tax money to put into your Parking account each month, up to a monthly limit. If your eligible expenses exceed the statutory maximum monthly contribution amount, as defined by IRS regulations, your employer allows you to choose to contribute additional dollars after-tax to pay for your remaining expenses. Refer to *My Company Plan* for the maximum monthly pre-tax contribution amount and whether any funds are contributed by your employer.

To contribute to a Parking account, you must elect a contribution for each month by the 13th of the month prior to the month you plan to use the benefit (the benefit month). If you decide that you no longer wish to receive parking benefits, simply cancel any recurring contributions and do not elect a

contribution for the next benefit month. You can cancel or change your contribution for the following month at any time up to 11:59 PM Central time on the 13th.

Eligible Parking Expenses

You can only use the Parking account to pay for expenses you incur to park:

- At or near your regular place of employment
- At a location from which you commute to work by carpool, commuter highway vehicle (such as vanpool), or mass transit (such as train, bus, subway, or ferry)

You cannot use your Parking account to pay for any other parking expenses, or to pay for parking you do not personally use. For example, your commuter benefit plan can be used to pay for expenses for you to park at the train station parking lot in the suburbs so that you can take the train into the city for work. But you cannot use your commuter benefit plan to pay for parking in the very same parking lot on the weekend so that you can take the train into the city for entertainment purposes.

Expenses Not Eligible for Reimbursement

You cannot use the Parking account to pay for expenses:

- You incur to park at your home
- You do not personally use
- Claimed under another tax benefit

CONTRIBUTING FUNDS AND LOADING YOUR CARD

Setting Up a Contribution

Schedule your monthly contribution election amount on our website by setting it up by 11:59 PM Central time on the 13th of the month prior to the month you plan to use the benefit (referred to as the benefit month).

First, create an account on our website at www.ebcflex.com and then click on Manage Your CommuteEase Contributions. You can select a one-time contribution, or you can set up a recurring contribution so that your contribution automatically repeats each month. Log-in to this same account if you wish to cancel your recurring contribution or change an elected contribution before the monthly deadline.

Your Parking account and Transit account each have a monthly pre-tax contribution limit set by law. You cannot elect a pre-tax contribution that exceeds the monthly limit. If your monthly expenses exceed that limit, you may elect a higher contribution, but the amount that exceeds the pre-tax limit will be taken out on a post-tax basis.

Contribution Timeline

In general, you must make your contribution elections by the 13th of the month prior to the (benefit month). If you make your contribution election after the 13th of the month prior to the benefit month, your contribution will not provide any benefit(s) until the following benefit month. For example, if the benefit month is January, you must make your contribution election online by 11:59 p.m. Central time on December 13. A contribution election made on December 14 would be available for the *February* benefit month.

After you make a contribution election, Employee Benefits Corporation sends your contribution information to your employer. Your employer deducts your pre-tax commuter benefit contributions from your paycheck as a salary deduction prior to withholding taxes and any post-tax commuter benefit contributions from your paycheck as a salary deduction after withholding taxes. It's a good idea to always check your paystub to ensure the correct deductions are taken.

Loading Your Benefits Card

Your employer's commuter benefit plan includes a Benefits Card, which is a prepaid debit card you can use to pay for your eligible expenses directly from your commuter benefit account.

The Benefits Card is loaded based on your monthly contribution amount. When you set up your first month's contribution, your card is loaded on the 1st of that month so funds are available to purchase commuter benefits for that month. After your first month, your card is loaded around the 23rd of the prior month so funds are available to purchase commuter benefits for the next month.

ACCESSING YOUR FUNDS

Paying from Your Commuter Benefit Account with the Benefits Card

With most providers, the Benefits Card (a prepaid debit card) is the most convenient way for you to pay for eligible expenses directly from your Transit or Parking account funds.

When you use your Benefits Card at approved service providers and retailers to pay for eligible expenses, the card automatically debits your Transit or Parking account.

Receiving Your Card

The first time you set up a contribution to your commuter benefit account, the Benefits Card is mailed directly to your home. If you already have a Benefits Card for another Employee Benefits Corporation-administered plan you will not receive a new card, but will use that same Benefits Card for commuter benefit expenses. The Benefits Card envelope includes your card, information about using your card, and a cardholder agreement.

A new Benefits Card will be mailed to you 30 days prior to your card expiration date.

Using Your Card

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, 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.

Remember, you can only use the Benefits Card for eligible expenses. Refer to the Eligible Expenses section(s) for details.

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.

If Your Expense Exceeds Your Available Balance

Your Benefits Card can only pay for expenses that are less than or equal to your available balance. Some merchants may have the ability to split a purchase between multiple payment types automatically, but in many cases, if you attempt to use your card to pay for an expense that exceeds your available balance, your entire transaction will be denied. If that happens, you may wish to request that the merchant enter only the amount of your available balance for your card purchase, and then pay for the remainder of the expense using another payment method.

Check your Benefits Card balance by accessing your account at www.ebcflex.com.

Submit a Parking Claim

When you are unable to use your Benefits Card for an eligible parking expense, you may pay your parking expense using another payment method and submit a parking claim to be reimbursed from your Parking account within 180 days of incurring the expense.

Your commuter benefit plan reimburses you directly. You will be required to provide a receipt unless the parking facility does not issue them. Receipts must include the parking facility's name, the date or dates you parked there, and the amount of the expense. If the provider offers other services, the receipt must show the expense was for parking.

If, in the general course of its business, the parking facility does not issue a receipt or the receipt provided fails to include all of the requirement information, you will be required to certify to this fact in lieu of providing a receipt.

Direct Deposit

When you use Direct Deposit we deposit your reimbursements directly into your checking or savings account and you get your money faster. Set up Direct Deposit when you set up your contributions at www.ebcflex.com. If you are signed up for Direct Deposit and submit an eligible parking claim, you will receive an email notification when funds are deposited in your account.

If you do not set up Direct Deposit, you will receive a mailed reimbursement check.

Excess Funds

Unused commuter benefit plan funds carry forward to the next month and are available for future eligible expenses, as long as you continue to be eligible for your commuter benefit plan. Review your eligible expenses regularly to ensure your monthly contribution matches your anticipated expenses each month. You may want to adjust your contribution for the next benefit month if you have not used all of your funds from a prior month.

For example, if you expected to pay \$100 for your eligible commuter expenses in the month of February, you might make a contribution for the full \$100 to your commuter benefit account for that month. If you only pay \$75 for eligible commuter expenses that month, you will have a balance of \$25 to use in future benefit months. If you expect to pay \$100 per month for eligible commuter expenses moving forward, you might want to change your contribution amount to \$75 for one month to use up the \$25 that carried forward from February.

Regardless of your commuter benefit plan balance, you cannot receive a pre-tax benefit for more than the maximum monthly limit for each type of account (Transit or Parking) in any month. If you use more than the maximum monthly election limit, you are responsible for paying taxes on the excess amount. Refer to *My Company Plan* for the monthly limits.

Credits

A credit occurs if you receive a refund to your account, usually from a transit or parking provider. Credits will be deposited into the account they correspond with, and can be used for eligible expenses. Just like any balance in your account, credits carry forward from month to month.

Losing Eligibility Mid-Year

If your employment ends or you otherwise lose eligibility for your commuter benefit plan, your participation ceases. You will no longer be able to use your Benefits Card for commuter benefits, and you cannot make any additional contributions. If you have used more dollars for the month than you have contributed, your employer may take the additional amount out of your last paycheck if allowed by law.

If you have unused Transit funds at the time you leave employment or cease to be eligible, any unused pre-tax amounts will be forfeited to your employer per IRS regulations. Unused post-tax amounts will be returned to you by your employer.

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 prior to your loss of eligibility. Once this 90-day period has ended, any unused pre-tax funds are forfeited to your employer, and any unused post-tax funds are returned to you by your employer. To submit a reimbursement request after a loss of eligibility, please submit your claim through the Employee Benefits Corporation online account.

OPERATION OF YOUR COMMUTER BENEFIT PLAN

The commuter benefit plan Plan Administrator is your employer. Your employer has full and complete authority, responsibility, discretion, and control over the management, administration, and operation of the commuter benefit plan, including but not limited to:

- Formulating, adopting, issuing, and applying procedures, rules and changes
- Altering or amending such procedures and rules in accordance with the law
- Construing and applying provisions of the plan
- Making appropriate determinations concerning eligibility for benefits

Funding

Your commuter benefit plan is funded by contributions that you choose to make from compensation received from your employer. Your employer may decide to make contributions as well. Please consult *My Company Plan* for details specific to your company's plan design.

Keeping Your Account Active When Your Address or Name Changes

In order to properly administer your account and ensure any elections are processed accurately, we must maintain accurate records. If you experience a name change or change your email address, mailing address, or phone number, please update your information online at www.ebcflex.com or contact us by phone at (800) 346-2126.

Lost or Stolen Cards

If you can't find your Benefits Card or it was stolen, you can replace your card in the EBC Mobile app (available in the App Store and Google Play) and have a new card mailed to you. After logging in, select *Manage Cards* in the main menu and select *replace*. Your card will be immediately closed, and you will be sent a replacement card to the address we have on file.

If you do not have the mobile app, you may also contact Participant Services at Employee Benefits Corporation to get a new card at participantservices@ebcflex.com or by phone at (800) 346-2126.

Notice of Denials and Appeals for Parking Only

If your parking claim request is denied in whole or in part, a written notice of denial will be provided to you within a reasonable period of time, not to exceed 30 days after receipt of the request by Employee Benefits Corporation. If you wish to seek reconsideration of the denial, you must appeal the denial, in writing, to Employee Benefits Corporation within 180 days of receipt of the denial.

Assignment of Benefits

You cannot assign your plan benefits to anyone else. If you are eligible to receive reimbursement from the plan, the plan will not reimburse anyone other than you or your estate for covered expenses.

Termination of the Commuter Benefit Plan

Your employer reserves the right to modify or terminate your commuter benefit plan at any time. You will be advised of such changes.