



# Transit Reimbursement Plan

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- Pre-Tax reimbursement program provides tax saving opportunities to both the employer and employee by lowering the taxable wage base:
  - Employee take-home pay increases
  - Employer saves on the reduced matching Social Security obligation
- Employee has choice of participating in all three reimbursement programs:
  - Mass Transit, up to \$105 per month
  - Parking, up to \$205 per month
  - Van Pool Transportation, up to \$105 per month



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- Outsourcing the administration helps the employer accomplish the following:
  - Save time
  - Avoid compliance issues
  - Reduce administrative burden
  - Provide timely and accurate reporting
  - Provide better management information



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- Services Include:
  - Employee communication materials, including enrollment forms
  - Summary Plan Description, including Corporate Resolution
  - Customer service support
  - Claim adjudication
  - Funding service options
  - Management reports
  - Participant reports, including quarterly activity reports
  - Web-Site access
  - Enrollment Meetings



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- Claim Reimbursement Process
  - Claim forms will be furnished for each employee/participant. The form will detail the type of expense and require copies of “proof of service” (i.e. - EOB, store receipt, doctor’s invoice)
  - Claims for reimbursement will be processed and posted for payment twice per month. Incomplete or incorrect claim submissions will be returned to the employee with a letter explaining why the claim has been rejected.
  - On the reimbursement cycle date, all claims received to date are processed and funds are requested from the employer. Direct deposits and reimbursement checks are drafted and sent once employer funds become available to J. Peat.
  - For employees choosing the debit card option, monies are available instantaneously



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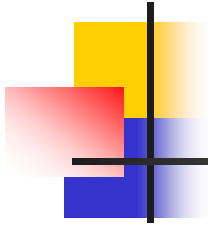
- **Funded Claims Service**
  - Claim funds are withdrawn from an employer-specified bank account on an agreed upon schedule through ACH.
  - Reimbursements to participants are processed twice per month. Checks are signed by J. Peat & Associates, Inc. Reimbursement checks are then mailed directly to participants or deposited to a participant specified bank account through ACH. All bank reconciliation is performed by J. Peat.
  
- **Client Bank Account Service**
  - Claim reimbursement funds are administered through an employer bank account.
  - Reimbursements to participants are processed twice per month. Checks are signed utilizing the Employer's scanned signature, and reimbursement checks are then mailed directly to participants or deposited to a participant-specified bank account through ACH.
  - A check register is made available to the employer twice per month.



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- Participant Services
  - Processing of contributions and claim adjudication
  - Check writing
  - Quarterly reports (employer and employee)
  - Maintenance and storage of all data
  - Customer service reports
  - Compliance updates
  - Enrollment and claim forms
- Initial Set-Up Services
  - Plan set-up
  - Enrollment kits for all eligible employees
  - Plan document and SPD creation
  - One Employee enrollment meeting (additional meetings can be requested for \$250 each)
- Monthly Compliance Fee
  - Includes all base services listed above, plus
  - Plan document modifications
  - Annual education meeting
- Fees
  - Base Services: \$5 per participant per month plus monthly compliance fee of \$50
  - Initial Set-Up Services: \$350 one time charge



# J. Peat & Associates, Inc.

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J. Peat & Associates was formed in 1994. We currently provide insurance benefits and administrative services to thousands of employees covering professional associations, private employers, unions and municipalities. We guarantee customized solutions and personal service to all of our clients, ensuring that you will receive the most appropriate program at inception and continual support and advice that will exceed your expectations. Some of our services include:

- COBRA Administration
- HSA Administration
- HRA Administration
- Key Executive Reimbursement
- Flexible Spending Administration
- Section 132 Transit Reimbursement
- Adoption Assistance Programs