



PRE-TAX COMMUTER BENEFITS

IMPLEMENTING A PRE-TAX BENEFITS PROGRAM

- 1 Check with the company tax specialist for tax deductions or claims specific to your situation.
 - 2 Determine which employees will receive benefits. All full-time and covered (20 hours/week) must be eligible to receive the benefit according to the Bay Area Commuter Benefits Program, but employers may choose to offer the benefit to other part-time or seasonal workers as well.
 - 3 Decide to administer the benefit internally or via outsourcing. There are advantages to both. Typically, smaller companies will manage their own programs (see the next page for additional information on vendors).
 - 4 Decide how to distribute the benefit to employees (if using a vendor, the vendor typically takes on this task).
 - 5 Update the personnel manual to include the benefit and qualifications for receiving the benefit.
 - 6 Announce and market the benefit, and educate employees about it. In any worksite or employee documentation, list all the rules, deadlines and limitations. Provide a convenient sign-up sheet, as employees will need to authorize any pre-tax deductions.
 - 7 Make changes as necessary to W-2 forms/information. Vendors can assist with this as well.
 - 8 Purchase/distribute the benefit. If using a vendor, this task will be completed for you. It may also be interesting to monitor the program and analyze savings, and vendors can assist in these areas as well.
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Bay Area Commuter Benefits Program: www.baaqmd.gov/commuterbenefits

Federal Tax Benefits: <http://www.irs.gov/Tax-Professionals/Tax-Code,-Regulations-and-Official-Guidance#irc>

511 Rideshare: http://rideshare.511.org/employer_services



COMMUTER BENEFITS: VENDOR DIRECTORY

The following is a list of companies providing commuter benefit services to employers. Inclusion does not imply an endorsement from the Air District or MTC, and the list may not represent a complete list of companies providing these services. For additional information, contact individual vendors. Vendors typically charge less than \$5 per participant per month.

American Benefits Group (Amben.com)
Robert Cummings
rcummings@amben.com
1-800-499-3539 ① ② ③

Benesyst (benesyst.net)
Michelle Thompson
mthompson@benesyst.net
949-653-1220 ① ② ③ ④

CBCA (cbca.com)
Patricia Gatzke
Patricia_gatzke@cbca.com
952-903-6335 ①

Clipper Direct (clipperdirectbenefits.com)
custserv@clippercard.com
877-878-8883 ② ④

Commuter Check (commutercheck.com)
Carolyn Helmke
Carolyn.helmke@edenredusa.com
415-265-3140 ① ② ③ ④

Discovery Benefits (discoverybenefits.com)
Apalloch@discoverybenefits.com
701-239-6217 ③

EBS, Inc. (ebsbenefits.com)
COBRA@ebsbenefits.com
800-229-7683 ① ④

Flex-Plan Service, Inc. (flex-plan.com)
Darab Sarbandi
dsarbandi@flex-plan.com
425-452-3452 ① ② ③ ④

TranBen (tranben.com)
Jeremy Brollier
info@tranben.com ① ④

Tri-Ad (tri-ad.com)
Chris Cerone
ccerone@tri-ad.com
760-705-3004 ① ② ③ ④

Trust Administrators, Inc.
(trustadmin.com)
info@trustadmin.com
888-951-5556 ① ③

WageWorks, Inc. (wageworks.com)
Info@wageworks.com
866-602-3887 ① ③

- ① Transit Vouchers
- ② Clipper Card
- ③ Debit Card Technology
- ④ Bike Vouchers

PROVIDES INFORMATION ON ADMINISTERING COMMUTER BENEFITS

511 Regional Rideshare Program
511.org
Call 511 (say Rideshare)
commuterbenefits@511.org

511 Contra Costa
www.511contracosta.org
925-407-0354

511 San Francisco
Commuterbenefits.org
415-355-3727
commutersmart@sfgov.org

Peninsula Traffic Congestion Relief Alliance
commute.org
650-588-8170

Solano Napa Commuter Info
Solanolinks.com/commuterinfo

Spare the Air Employer Program
Sparetheair.org
jjones@baaqmd.gov

