

January 25, 2011

Dear Senior College Employee,

The City University of New York (CUNY) is pleased to offer you an expanded Commuter Benefits Program. CUNY has selected WageWorks as a provider to significantly expand the TransitBenefit Program and to offer access to new Transit Plans and many more transit providers throughout the New York Tri-State area.

This document provides an overview of the expanded Commuter Benefits Program, where you can obtain more detailed information and how you can enroll. If you are already enrolled in the current TransitBenefit program, this document also provides information on what will happen to your current benefit and about your transition to the new program.

**What are the options in the expanded Commuter Benefits Program?**

The expanded Commuter Benefits Program — administered by WageWorks — will give you more and better ways to save. If you are going to be a new enrollee to the program, application's can be submitted on or after February 5, 2011. The program works for virtually any transit system in the Tri-State area. No matter where you live and work, you're covered. Use it for:

- **MTA NYCT, Long Island Railroad, Metro-North Railroad**
- **NJ Transit, PATH, and NY Waterway, to name a few...**
- **Paratransit and the MTA's Access-A-Ride program**
- **Parking at or near public transit to get to work**

Below is a brief description of each of the plans available to you in the Commuter Benefits Program. You can also visit [www.getwageworks.com/nyc](http://www.getwageworks.com/nyc) to learn more.

- 1) **Commuter Card Unrestricted Plan** – The Commuter Card is a stored value card loaded with your pre-tax and post-tax payroll deductions that can be used to purchase transit passes and tickets at transit providers throughout the New York Tri-State area. The Commuter Card works just like a credit card at transit provider ticket vending machines, ticket windows and online/web stores. It is accepted at almost 90 providers. To see a list of where the Commuter Card will work - visit <http://getwageworks.com/nyc/transitcard>.

Under this plan, you select the payroll deduction amount of your choice to be loaded to your card to meet your monthly transit costs. You will receive a Commuter Card that can be used to purchase any transit fare media including, but not limited to, MetroCards, LIRR and Metro-North tickets up to the balance on your card. You will pay an administrative fee of \$1.77 per month through payroll deductions for this option.

- 2) **Transit Pass Plan** – This plan allows you to arrange for home delivery of your transit provider passes and tickets through the City's provider, WageWorks. In this plan, you fund an account with WageWorks with your pre-tax and post-tax payroll deductions and you select a pass on the WageWorks system using the funds in your account. You can select from their extensive catalog of transit providers and transit passes covering the New York Tri-State area. To see a list of the providers available in the Transit Pass Plan – visit <http://getwageworks.com/nyc/transitplan>. WageWorks will deliver your pass or ticket to your designated mailing address by the 1<sup>st</sup> day of each calendar month. With the Transit Pass Plan, you pay an administrative fee of \$3.05 per month through payroll deductions.
- 3) **Access-A-Ride/Paratransit Plan** – This plan allows you to participate in the MTA's Access-A-Ride program or other paratransit programs supported by other transit providers. In this plan, you fund an account with WageWorks with your pre-tax and post-tax payroll deductions and you select your Access-A-Ride coupons or other paratransit options on the WageWorks system using the funds in your account. WageWorks will deliver your Access-A-Ride coupons or tickets to your designated mailing address by the 1<sup>st</sup> day of each calendar month. With the Access-A-Ride/Paratransit Plan you pay an administrative fee of \$3.05 through payroll deductions. To participate in this plan you must enroll in the Transit Pass Plan.

4) **Park-n-Ride Plan** – This plan allows you to use your pre-tax and post-tax payroll deductions to pay for parking at or near a public transportation stop or station that you use to commute to work. Only transit-related parking is eligible. You must be jointly enrolled in one of the above transit options in order to enroll in this plan. With the Park-n-Ride plan, you pay an administrative fee of \$3.05 per month through payroll deductions. In addition to the administration fee you pay for the Park-n-Ride Plan, you will also pay a fee for either the Commuter Card Unrestricted or Transit Pass Plan whichever you chose.

**Note: Implementation for Park-N-Ride Plan TBD.**

**What do I need to do if I am enrolled in the current TransitBenefit Program?**

The programs offered through the former TransitBenefit Program will be discontinued on the dates shown below. If you are currently enrolled in the TransitBenefit Program, you will be automatically transitioned to the Commuter Card – Unrestricted Plan. Your payroll deductions will continue and remain at the same amount in the new Commuter Benefits Plan. Below is a chart which describes the current TransitBenefit Program plans, the new Commuter Benefits plan to which you will transition and the actions you may need to take. **You must contact your TransitBenefit Coordinator if you wish to change your current deduction amount.**

Current TransitBenefit Plan	New Commuter Benefits Plan For Senior Colleges	End Date Under Current TransitBenefit Program	Effective Date Under the Expanded Commuter Benefits Program
Transportation Spending Account Card (TSA Card)	<ul style="list-style-type: none"> <li>• You will automatically receive an Unrestricted Commuter Card from WageWorks.</li> <li>• You will be enrolled in the Commuter Card Unrestricted Plan.</li> <li>• You will not be able to use your JPMorgan Chase TSA Card after 2/4/2011 as your remaining balance will be transferred to your new WageWorks Commuter Card by 2/19/2011.</li> </ul> <p><b>* During the transition period 2/5/11 – 2/18/11 you may be required to pre-purchase a MetroCard to cover your transportation needs.</b></p>	<p><b>2/4/2011</b></p> <p>(Last day to use TSA Card)</p>	<p><b>2/5/2011</b></p> <p>(Your new WageWorks Commuter Card will be mailed)</p>

**Under the new Commuter Benefits Program Plans, is there an Access-A-Ride/Paratransit Plan?**

Yes, you have the option to enroll in the Access-A-Ride/Paratransit Plan. Please see the Commuter Benefits Program Access-A-Ride/Paratransit FAQs.

**What do I need to do if I am not currently enrolled and want to enroll in the Commuter Benefits Program?**

You may download an enrollment form from the CUNY website at [www.cuny.edu/transitbenefit](http://www.cuny.edu/transitbenefit). Completed forms should be submitted to your College TransitBenefit Coordinator for processing.

Sincerely,



Leslie E. Williams  
University Executive Director of Shared Services