



## Important Notice for Commuter Participants

### Important Changes to the State of Illinois Commuter Savings Program New Enrollment is required for the July Benefit!

The Commuter Savings Program (CSP) for State of Illinois employees will be administered by Commuter Check Direct (CCD) beginning with the July 2015 benefit month. All eligible employees who would like to continue to participate in the commuter program will need to register on the Commuter Check Direct website between June 1 and June 10, 2015, in order to enroll for the July benefit month.

**IMPORTANT** – All CSP participants **must** re-enroll through the CCD website in order to continue enrollment in the Program. You do not need to do anything on the WageWorks website for current orders – all orders for July and recurring orders after July will be automatically cancelled by WageWorks after the June order has been processed.

#### HOW TO REGISTER and ENROLL

Beginning June 1, 2015, all State employees interested in receiving a transit or parking benefit for July must place a new transit and/or parking order through CCD no later than June 10<sup>th</sup>. To register, visit the CCD website at [www.CommuterCheckDirect.com](http://www.CommuterCheckDirect.com), click on “New Participant” and complete the information requested to create your online user account. When asked for your Company ID, enter 1472. If you have trouble with the process, please contact CCD Customer Service at (888) 235-9223.

Transit and/or Parking orders for July must be placed no later than June 10, 2015, at 10:59pm CT. You will receive your July transit pass and/or commuter card by the end of June.

#### TRANSIT OPTIONS

**Transit Passes** – You can order your specific transit pass from CCD and it will be mailed directly to your home.

**Transit Commuter Card** – CCD offers the Commuter Check Card Prepaid MasterCard®, a reusable stored-value card that can be used just like a debit card to purchase transit tickets/passes at transit authorities/stations that accept credit cards. This is a convenient option if you need additional flexibility about where and when you purchase your transit pass or fare media. This card is loaded with your monthly election amount on the 20<sup>th</sup> of the month prior to the benefit month.

**Ventra Card** – You can use your existing Ventra card and have your elected amount loaded to the card.

#### PARKING OPTIONS

**Parking Commuter Card** – CCD offers the Commuter Check Card Prepaid MasterCard®, a reusable stored-value card that can be used to pay for parking expenses at parking garages and lots. In general, your Commuter Check Card should work at merchants that are considered to be parking garages and lots by the MasterCard® card network (e.g., a parking company or parking operator, such as, ACME Parking).

If your parking facility doesn't accept credit cards, you may elect either the *Monthly Direct Pay* or the *Parking Cash Reimbursement* option, described below:

**Monthly Direct Pay** – If you have a monthly parking arrangement, CCD can provide direct payment to your parking facility on your behalf. Just select how much you pay to park and provide your parking details. CCD will take care of the rest.

**Parking Cash Reimbursement** – CCD also offers a claim reimbursement option for parking. You can pay out-of-pocket parking expenses each month and submit a claim to CCD for reimbursement up to the benefit amount elected. **IMPORTANT:** *Please note, this option does not apply to transit — it is available for parking only.*

### **MONTHLY ORDER DEADLINE**

The monthly ordering deadline will continue to be the 10<sup>th</sup> day of the month prior to the month for which you are seeking benefits (for example, June 10<sup>th</sup> is the ordering deadline for July orders). As before, you may elect a recurring order, which will be fulfilled every month, or you can submit one-time orders. You can also make changes in your monthly benefit election, if needed, as long as you meet the ordering deadline of the 10<sup>th</sup> day of the month preceding your benefit month.

### **PAYROLL DEDUCTIONS**

The IRS monthly pretax benefit limits for the 2015 calendar year are \$250 for parking and \$130 for transit. Monthly commuter orders are limited to these pretax limits. Payroll deductions for your monthly order will be divided equally among your paychecks in the benefit month (i.e., deductions for your July order will be taken out of the July payrolls, which may be checks issued in August for certain payrolls). Participants may enroll for amounts over the pretax limits and pay for those overages on a post-tax basis with a debit or credit card.

### **UNUSED CREDITS in YOUR ONLINE WAGeworks ACCOUNT**

Any unused transit or parking credits in your current WageWorks account remaining on September 30, 2015, will be loaded to your CCD account on or about October 7, 2015, and will be used to reduce your future monthly pretax deductions. Per IRS rules, refunds cannot be given for these account credits.

### **CURRENT PARKING REIMBURSEMENT PARTICIPANTS**

If you are currently enrolled with the parking reimbursement option and have a balance remaining in your WageWorks parking reimbursement account, you must file a claim for the balance by September 30, 2015, in order to be reimbursed for any parking expenses incurred through June 30, 2015. If your account balance has not been claimed by September 30, 2015, your account balance will be transferred to your CCD account if you re-enroll in CSP. **If you do not re-enroll in CSP with CCD, your account balance will be forfeited.**

To file for reimbursement, log in to your account on [www.wageworks.com](http://www.wageworks.com). Click on the **My Account** tab, then in the drop down menu select the **Submit Online CSP Claim** link. On the **CSP Reimburse Me** page, select the **REIMBURSE ME** link for any month you'd like to claim a parking reimbursement.

### **FIND OUT MORE INFORMATION**

Beginning June 1, 2015, if you have any questions about the Commuter Savings Program, such as using the CCD Commuter Check Cards, transit passes or submitting parking claims, call the CCD Customer Service Team at (888) 235-9223. Representatives will be available to help you Monday through Friday from 7:00 a.m. to 7:00 p.m. Central Time. Learn more about your Commuter Savings Program by clicking on the 'How it Works' link at the bottom of the [www.CommuterCheckDirect.com](http://www.CommuterCheckDirect.com) website.