



Enrollment Form: Commuter Benefits

2019 COMMUTER ENROLLMENT FORM

RULES – WHO CAN ENROLL

Mass Transit & Parking: All Full-Time and Part-Time employees may enroll.

IRS 2019 MAXIMUM CONTRIBUTION LIMITS

- Parking \$265 per month (pre-tax)
- Transit \$265 per month (pre-tax)

HELP

Discovery Benefits Contact Information

Participant Services Hours of Operations: 6:00 a.m. to 9:00 p.m. CST M-F

Participant Services Toll-Free Phone Number: 866-451-3399

Participant Services Email Address: customerservice@discoverybenefits.com

Abel HR

Hours of Operations: 8:00 a.m. to 5:00 p.m. EST M-F

Toll-Free Phone Number: 800-400-1968

Fax: 609-860-0440

Email Address: benefits@abelhr.com

COMMUTER BENEFITS (TRANSIT | PARKING)

Transit is a pre-tax benefit account used to pay for train, subway, bus, ferry, eligible vanpool.

Parking is a pre-tax benefit account used to pay for qualified parking as part of your daily commute to work.

Contribute up to a maximum of \$265 per month. Contributions over \$265 will be post-tax.

Funds are withdrawn from your paycheck for deposit to your account. For more information visit:

<https://www.abelhr.com/resources/> and click on “Discovery” under the Documents | Forms tab.

***Note:** You can use your commuter Visa debit card to purchase tickets and/or establish monthly passes. All full-time and part-time employees are eligible to participate.*

Monthly Cut off Deadline: 3rd of every month. Due to Discovery Benefits funding structure, the Commuter Benefit (Transit and Parking) full funding will not be available for the month in which you enroll. The full commuter benefits will be available the 1st of the month following your benefits eligibility date.

EXAMPLE PAYROLL DEDUCTIONS	
(ENROLLMENT RECEIVED BEFORE 1/3/19)	(ENROLLMENT/CHANGES RECEIVED AFTER 1/3/19)
Deductions will begin January 1, 2019	Deductions will begin February 1, 2019
Commuter benefits are available as funds are credited to your account. Deductions are credited within 1-2 business days after each pay period.	Commuter benefits are available as funds are credited to your account. Deductions are credited within 1-2 business days after each pay period.



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GENERAL INFORMATION:

01/01/2019 – 12/31/2019

Employee Name		EE Number	
Company Name		Client Number	
Employee Mailing Address			
City		State	Zip
Email Address		Date of Birth	
Social Security Number		Date of Hire	

CONTRIBUTION INFORMATION:

2019 IRS monthly maximum for pre-tax contributions are \$265 for Mass Transit and Parking

	Monthly Amount	
Mass Transit* (max \$265 pre-tax per month)	\$ _____	For future monthly changes, please download a Commuter Change form from the Abel HR Website at www.abelhr.com/resources and click on Documents Forms tab. Any questions, contact the Benefits Department via email at benefits@abelhr.com or call 609-860-0400
Parking* (max \$265 pre-tax per month)	\$ _____	

**Amounts over the maximum pre-tax allowed will automatically roll over to post-tax*

My pay schedule is:

- Weekly – based on 48 deductions
 Bi-weekly – based on 24 deductions
 Semi-monthly – based on 24 deductions
 Monthly – based on 12 deductions

AUTHORIZATION AND ACKNOWLEDGEMENT:

By signing this form, I authorize my employer to deduct the elected amount from my pay each pay date. I hereby consent that all personal information and selections made are correct.

Employee Signature

Date

Please scan and email the Completed form to Benefits@AbelHR.com or fax to Abel HR at 609-860-0440.

Guidelines for Commuter Benefits when a Termination occurs:

Per IRS Regulations, a participant is entitled to make a purchase *up to the date of termination* using the debit card or be reimbursed for qualified commuter expenses incurred up to the date of termination. If you wish to be reimbursed for expenses incurred up to date of termination, receipts must be received by Discovery Benefits no later than 90 days after date of termination (run-out period).

BENEFITS USE ONLY					
Date Received	# of Pay Periods	Amount Per Period	Date Entered EE Record	Date Entered with Vendor	Entered By

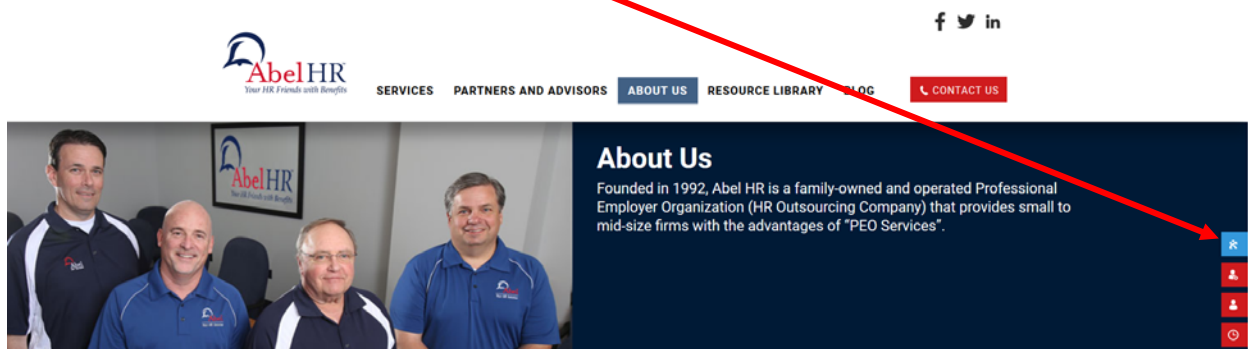


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COMMUTER ACCOUNT ACCESS

After you have been enrolled by Abel HR, you may access your Discovery Benefits Account. Please follow the instructions below:

1. <https://www.abelhr.com/>
2. Click on the BLUE ICON on the right-hand side of the Web Page
3. When it expands, it reads “FSA | COMMUTER”, click here



4. You will be routed to the Discovery Benefits Page at <https://www.discoverybenefits.com/>
5. Click on “**LOGIN**” on the top right corner
6. Click on “H.S.A, FSA, HRA, & COMMUTER LOGIN”
7. New User: click on “create your new username and password”
8. Existing User: Enter username and password
 - Forgot Username: click on Forgot Username and enter information
 - Forgot Password: please call Discovery Benefits at 866-451-3399

If you require further assistance, please contact Discovery Benefits Participant Services at 866-451-3399 Monday – Friday 6:00 am – 9:00 pm CST.

COMMUTER BENEFIT CHANGES

For future monthly changes, please download a Commuter Change Form from the Abel HR Website at <https://www.abelhr.com/resources/> and click on Documents | Forms tab. Any questions, contact the Benefits Department via email at benefits@abelhr.com or call 609-860-0400