



TRANSPORTATION CLAIM FILING INSTRUCTIONS AND RULES

Filing Instructions:

Claim Filing Options:

1. To expedite your claim payments submit your claims through our online portal. You can easily enter all your claim data and upload your receipts. The information will be available online immediately after you click submit.
2. Complete a claim form and submit your claim either by fax to (877) 303 – 0742 or mailing it to **The125Company, Inc., Flex Claims Group, P.O. Box 2401 Germantown, MD 20875.**
3. **Coming Soon!** – You will soon be able to send us your claims using your smart phone.

Claim Filing Instructions:

1. Please be sure to complete all fields and sign and date you claim form.
2. Include copies of detailed receipts with your claims submission. If you are unable to obtain a receipt for a claim you must sign the Certification Signature filed on the claim form. By signing each entry, you are certifying that you parked on the corresponding date, for the stated amount, for the purpose of commuting to and from work. You also certify that expenses shown below have not already been reimbursed under this plan or by any other source, and that they will not be reimbursed by any other source
3. Keep your originals. Please submit only copies of your receipts.
4. All claims must be incurred for period in which you were actively enrolled and submitted by the end of the run-out/grace period or within a specified date of your termination. Please be sure to review your Summary Plan Description for additional details.

Transportation Claim Rules:

Types of Accounts:

1. **Qualified Parking** – Parking includes expenses that are on or near the employer’s business premises or at a location from which the employee commutes to work.
2. **Transit** –
 - a. **Passes** – Transit includes expenses such as tokens, fare cards, passes, vouchers, etc., used for transportation on mass transit facilities or provided by any person in the business of transporting persons for compensation or hire in a highway vehicle carrying at least 6 adults (excluding driver)
 - b. **Vanpooling** – Vanpooling is transportation in a commuter highway vehicle provided by an employer for travel between the employee’s home and place of employment. (Seating capacity greater than 6 adults and 3 or more commuting excluding driver, 80% mileage for to and from work only - carpools are not eligible)
3. **Bicycle Commuting** - Bicycle covers expenses related to regular bicycle use for a substantial portion of the travel between the employee’s home and place of employment up to \$20 per month in which the employee receives no other benefits under the Transportation Fringe Benefit Plan. These expenses include bicycle purchase, improvements, repairs and storage. *Please review your Plan materials to determine if your employer offers this benefit.*

Claim Rules:

1. Only parking and mass transit costs incurred by you in connection with travel between your residence and your work place are eligible. **Eligible expenses** include items such as mass transit fares (tickets, Passes, tokens and vouchers, bus fares, para-transit vans or other mass transportation vehicles.), official vanpool fees, parking fees at or near your place of work and parking fees at a location from which you commute to your work via mass transportation or a carpool.
2. Claims must NOT be reimbursed from any other means.
3. Contributions may not be moved from one account to another. All funds in an account must be used for the specified account.
4. Any unused funds will be forfeited to my employer unless otherwise noted in the Summary Plan Description.
5. IRS requires third party claim substantiation for claim reimbursements.
6. Reimbursements must not exceed your total contributions minus any previous reimbursements.
7. **Ineligible Claims** include items such as tolls, traffic tickets, fuel, taxi, payments to a fellow participant in a carpool or to a friend who drives you to work, parking at your personal residence, parking at your spouse’s place of work, parking at a mall or similar location where you stop on your drive to or from your place of work, costs that have been or will be paid by your employer, such as for a business trip, parking at an airport for taking an airplane to work.

For additional information please be sure to visit our website at www.125Company.com or contact us at (877) 303-3539

Please be sure to review you Summary Plan Description for additional information and restrictions.