

TaxSaver Parking & Transit Benefit Plan

Q&A



To learn more, contact TaxSaver at:

+1 888 729 8287 (+1 888 TAX SAVR)

<http://taxsaver.mercer.com/>

What is the purpose of the Parking & Transit Benefit Plan?

Your employer provides you with the opportunity to pay for parking and transit benefits on a pretax basis. The benefits you elect are **nontaxable**. You save Social Security and income taxes on the amount of your compensation reduction!

What expenses are eligible?

Transit Pass. Expenses incurred or paid for with any pass, token, fare card, voucher or similar item (including an item exchanged for fare media) that entitles a person to transportation or transportation at a reduced price if such transportation is:

- 1) On any mass transit facilities,
- 2) Provided by any person in the business of transporting persons for compensation or hire in a highway vehicle with a seating capacity of at least six adults (excluding the driver)

Qualified Parking. Expenses incurred or paid for parking provided at or near your regular place of work, or at or near where an employee may park in combination with mass transit or commuter highway vehicles (such as a “park-n-ride” lot).

Commuter Highway Vehicle (Van Pool). Expenses incurred or paid for transportation in a Commuter Highway Vehicle for transportation between your residence and place of employment.

Commuter Highway Vehicle means any highway vehicle that has a seating capacity of at least six adults (excluding the driver); and at least 80 percent of the mileage for a year that is reasonable expected to be used:

- For purposes of transporting employees between their residence and place of employment; and
- On trips during which the number of employees transported for such purposes is at least one-half of the adult seating capacity of such vehicle (excluding the driver)

What are transportation expenses “incurred” or “paid”?

For transportation expenses to be reimbursed, they must have been **incurred or paid** during the monthly coverage period for the election period. A transportation expense is **incurred** when the service that gives rise to the expense is provided.

A transportation expense is **paid** when you formally pay for the service; it is not paid when you are formally billed for or charged for the service. You may not be reimbursed for any transportation expenses arising before the Plan became effective, before your election form became effective or for any expenses incurred or paid after a separation from service.

Who can participate in the Plan?

Only current employees may participate in the Plan. Eligible employees with an account balance who are no longer making compensation reductions for benefits may also receive benefits for expenses incurred prior to revoking their election.

(continued)



To request reimbursement:

- Keep itemized receipts and other supporting documents to show what the expenses are and when they were incurred.
- Complete a reimbursement request form.
- Attach copies of your expense receipts. Cancelled checks and credit card receipts do not qualify as receipts. If proof of expense is not available in the ordinary course of business, an explanation must be provided.
- Sign and date the form.
- Send the original to:
TaxSaver
P.O. Box 4539
Iowa City, IA 52244-4539
Fax: +1 800 974 5190

Submit the claim form to TaxSaver no later than 180 days following the date the expense was incurred or paid. You should keep a copy of the form and receipts for your records.

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When does participation in the plan end?

Participation in the plan ends when:

- 1) You are no longer an eligible employee (due to retirement, termination of employment, layoffs, etc.); or
- 2) You revoke your election for the next Period of Coverage as permitted by the Company; or
- 3) The Plan terminates

Elections

Elections are administered on a monthly basis. Your election under the Plan may not be revoked or changed during the one-month period of coverage to which it relates.

What expenses are not eligible?

Expenses that are not eligible include, but are not limited to:

- Commuting or parking expenses that are partially or fully subsidized or reimbursed by the Company
- Expenses incurred for parking at your spouse's work place
- Fuel
- Mileage or other costs you incur in operating a vehicle
- Parking at a mall or similar location where you stop on your drive to and from work
- Parking on or near property where you live
- Payments to fellow participants in a carpool or to a friend who drives you to work
- Taxis
- Tolls
- Traffic tickets
- Expenses incurred after termination in the plan (terminating or revoking your election)

When would I risk forfeiting my transportation benefits?

If you have any funds in your Transportation Account at the time you terminate employment or stop being eligible for the Plan, any amounts not claimed prior to the termination will be forfeited to the employer.

Monthly limits for 2010 benefits

The combined monthly limit for transit pass expenses and commuter highway vehicle expenses is \$230. The monthly limit for qualified parking benefits is \$230.

Easy account access

As a participant in the Plan, you will receive technical and transaction assistance through our toll-free number throughout the plan year. You can also view your account information online at our Web site: <http://taxsaver.mercer.com/>

Claims filing and reimbursement

Reimbursement checks will be mailed to you or sent via direct deposit, if applicable. Claims may be faxed or mailed to TaxSaver (see left column for information about how to request reimbursements).