

BASIC PARKING & TRANSIT

With BASIC Benefits Card



What is a Parking and Transit Plan?

The Parking and Transit Plan is a voluntary employee benefit program that allows eligible employees to use “pre-tax” dollars towards parking and mass transit expenses.

Benefits for Employees to participate in a Parking and Transit Plan:

- Employees may contribute up to the monthly legislative maximum for parking fees and transit passes or vanpooling
- Contributions are non-taxable
- Use a pre-tax fund to pay for mass transit passes, vanpooling or parking expenses for work



Eligible Parking Expenses:

- Parking at or near employee’s place of work
- Parking at or near a location from which an employee commutes to work by mass transportation, carpooling, etc. (a parking lot at a commuter train station, for example)

What’s Not Covered:

- Expenses for parking at or near the employee’s residence or at temporary work locations
- Parking expenses not related to work

How To File a Claim (Parking Only):

- Online (recommended) via the Employee online portal
- Manually via fax or snail mail
 - Complete reimbursement form
 - Attach required documentation
 - Submit via fax or mail to BASIC

Fax: Flex: 800-391-6562 or 269-327-0716
HRA: 800-731-1922 or 269-488-6255

Mail: BASIC
9246 Portage Industrial Dr.
Portage, MI 49024

Questions???

Email: flex-hrasupport@basiconline.com

Phone: Flex: 800-372-3539
or 269-327-1922 ext. 1
HRA: 888-472-0777 or 269-488-6785

Eligible Transit Expenses:

- Mass transportation fares, which include any pass, token, fare card, etc. for public transportation to and from work
- Commuter highway vehicle transportation, (van pooling). The vehicle may be owned or leased by the employer or a service provided by a vendor, but must meet certain conditions:
 - It must seat six or more adults (not counting the driver)
 - The vehicle must be used 80% or more of the time for transporting employees to and from work
 - It must transport three or more commuters on each trip (not counting the driver)

What’s Not Covered:

- Cost of fuel
- Taxi or limousine fares
- Tolls paid for roads, bridges or tunnels
- Transportation costs not related to work

As of 1/1/2016 transit fare can only be paid using the BASIC Benefits Card (manual reimbursement via check or direct deposit is no longer allowed) and the debit card is restricted to only work for certain transit authorities at locations where only transit fare is sold.

