

Transportation Benefits Help You Save

Hudson's Bay Company has partnered with ConnectYourCare to help you save on commuting expenses. With this program, you can pay for your work-related transit and parking expenses on a pre-tax basis. Because you do not pay taxes on these expenses, you can **SAVE BIG!**

For tax years beginning January 1, 2017, the IRS allows up to \$255 a month for transportation costs and up to \$255 a month for parking costs to be deducted pre-tax. Any amount beyond that becomes a post-tax order you may pay using a personal credit card.



Account Advantages

- **Substantial Tax Advantages.** Reduce your taxes by the amount of transit and parking you purchase, subject to IRS limits. By participating in the benefit, you are giving yourself a raise!
- **Simple Ordering Process.** Ordering transit and parking is as easy. Simply log in to your online account, order your parking, transit pass or vouchers and they will be mailed directly to you, or if you elect, your parking provider will be paid directly. The total amount of your pre-tax purchase will be deducted from your paycheck, up to IRS limits. You will enter your credit card information on the CYC site to pay for any amount above the IRS limits.
- **Multiple Uses.** Use for a number of your work-related transportation and parking expenses, including trains, buses, subways, ferries, vanpools and parking.
- **Wallet Wise and Environmentally Friendly.** Using public transportation helps you save money on gas while improving air quality and reducing energy consumption, automobile congestion and greenhouse gas emissions.

Savings Calculator

Since you use pre-tax payroll dollars to pay for your parking and transit expenses, you may save up to \$1,836 or more each year (assuming a combined tax rate of 30%). *Try the savings calculator to see how much you can save!*

Eligible Transportation Expenses	Example	Your Expenses
Monthly Transportation Expenses (bus, train, subway, ferry, or vanpool to work)	\$255	\$
Monthly Parking Expenses (parking for work or for transportation to work)	\$255	\$
Total Monthly Expenses	\$510	\$
Combined State, Federal and Social Security Tax Rate (25-33%)	X 0.30	X
Estimated Monthly Savings	= \$153	= \$
Estimated Yearly Savings	= \$1,836	= \$

Transportation & Parking Benefit Options

There are many transportation options to choose from to cover your commuting expenses to work.

- **Transit Passes** - You may purchase a transit pass for a specific transportation option, such as subway, train or bus line. You can pick the exact pass you use every day to commute to work, and we will mail it directly to your home every month. Types of transit passes include:
 - **Standard Transit Pass** – This type of transit pass is a disposable pass that may be used to pay for transportation. (Note: If lost, this pass cannot be reissued and the value is gone.)
 - **Smart Card Transit Pass** – This type of transit pass is reloaded electronically and can be replaced if lost. (Note: Not every transportation vendor offers a Smart Card.)
- **Commuter Check Voucher for Transit** – Commuter Check Vouchers are redeemable for transit passes, tickets, cards, tokens and other fare media. The voucher is also accepted by participating vanpools. Vouchers may be used to purchase one or more types of transportation and you may use more than one voucher at a time. Commuter checks are valid for 15 months. (Note: Change will not be given by the transportation provider, so be sure to order your check in the closest full dollar denomination to the charge.)
- **Direct Pay for Parking** – This option is for people with an existing relationship with a parking provider. With Direct Pay, the parking provider is paid directly on your behalf. It's a great choice for people who pay their parking on a monthly basis.
- **Commuter Check Vouchers for Parking** – Like the Commuter Check Vouchers for Transit, vouchers can be used to pay for eligible parking expenses. Vouchers may be used to purchase one or more types of parking, and you may use more than one check at a time. Each Commuter Check Voucher for parking must be made payable to the Parking Operator. Commuter checks are valid for 15 months. (Note: Change will not be given by the transportation provider, so be sure to order your check in the closest full dollar denomination to the charge.)
- **Cash Reimbursement for Parking** – This option is best for people who park on an occasional basis, use multiple parking lots, or use a parking provider that will not accept checks or third party payments. With Cash Reimbursement, you pay for your parking with personal funds then request reimbursement online. Be sure to keep your receipts.



How to Use Your Transportation Benefits

It's easy to place your transportation and parking orders. Follow these helpful instructions.

Ordering: Where to Begin

Follow the instructions in this guide to complete your order. Please keep in mind that you must place your order by the 10th of the month for the following month. Orders received by the 10th of the month are processed and mailed no later than the 23rd of that month. Example: Passes ordered by June 10th are for July and are mailed no later than June 23rd.

- 1) **Log In** - Log in to your online account at www.ConnectYourCare.com. If you have not registered before, follow instructions to create your user name and password. Click on **Transportation Benefits** in your participant portal to land on the Transit and Parking Home Page.
- 2) **Repeat Orders** - Products you ordered in the previous month will be displayed on the left hand side. Just click on the button next to your product if you wish to order the same product again.
- 3) **New Orders** - Click on the **Place an Order** tab in the header menu. Select "Transit," "Parking" or "Vanpool," depending on your preference.



Placing a Transit Pass Order

Follow steps 1-3 above, then:

- On the right side of your screen is a list of transit options close to your home based on your home zip code. Just click on the button next to the transit authority of your choice.
- If you do not see your transit agency, remove the zip code and type in the name of your transit agency in the text box above or click on the link below the Search button: "Can't find your provider?"
- Select your "Transit Provider."
- Now select your "Transit Product." If you need additional information, a link to your "Transit Authority" is provided above the product list. If applicable, select the starting and ending stations.
- Confirm your selection, set your recurring options and click **Checkout**. Review your order for accuracy and click **Place Order**. You will need to check the disclaimer box before proceeding with your order.

Placing a Smart Card Transit Order

Follow steps 1-3 above, then:

- Detailed information from your “Transit Provider” will be displayed prior to selecting the card option. After you have read the instructions regarding your card, select your option.
- Provide required information including the amount you want added to your card and your account number.
- Confirm your selection, set your recurring options to automate future purchases and review your order for accuracy.
- If you use to Chicago: Ventra; Washington DC: SmarTrip; or Clipper Card (formerly TransLink); you must obtain the card directly from the transportation authority or participating retail outlet first, then log in to your online account to add funds to the card. You will need your smart card account number.

Placing a Commuter Check Voucher for Transit Order

Follow steps 1-3 above, then:

- Select **Commuter Check Voucher** as your “Transit Product.” If you need additional information, a link to your “Transit Authority” is provided above the product list.
- Enter the quantity and denomination of Commuter Checks needed to pay your provider.
- Set your recurring options and click **Checkout**.
- Review your order and click **Place Order**.

The screenshot shows a web form titled "Commuter Check Voucher". Under the "Your Order" section, it lists "Provider: Commuter Check Voucher" and "Product: Commuter Check Voucher". Below this, it specifies "Min Value: \$10.00", "Max Value: \$245.00", and "Max Quantity Per Denomination: 10". There is a table with columns for "Voucher Amount", "Quantity", "Subtotal", and "Clear". The "Voucher Amount" column has five rows with dollar signs and input boxes. The "Quantity" column has five rows with input boxes. The "Subtotal" column has five rows with input boxes and a "Clear" button next to each. At the bottom of the table, there is a "Subtotal:" label. Below the table, there is a question: "Would you like to receive this order for multiple months?" with "Yes" and "No" radio buttons. At the very bottom, there are three buttons: "Cancel", "Continue Shopping", and "Checkout".

Direct Pay Parking Order Process

IMPORTANT: You must have an existing relationship with a parking provider in order to use this option. Please keep in mind you will need to have your Parking Operator name and location, and Parking Account Number handy when placing your order online.

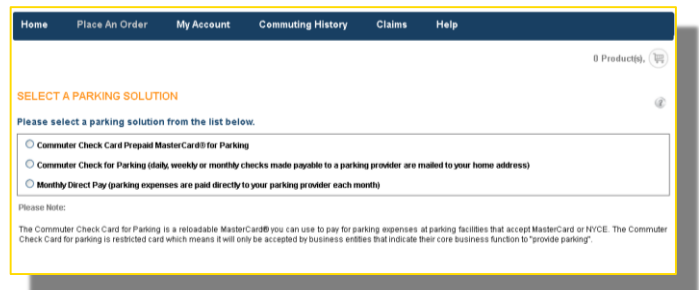
- After selecting “Parking” from the “Place an Order” tab, then select the Direct Pay option.
- A map will show parking garages marked with red pins within a 10 mile radius of your office address. You may increase the radius to see more options or select “Can’t find my Parking Provider” at the bottom of the page and enter the name of your parking garage.
- Select your parking provider from the list. Please note, the parking lots displayed in the list are physical lot locations, not billing addresses.

The screenshot shows a web interface for searching for a parking provider. At the top, it says "SEARCH FOR A PARKING PROVIDER" and "The first step in setting up your order is to choose a parking provider". Below this is a form with fields for "Street Address", "City", "State", "Zip Code", and "Search Radius" (set to 10 miles). There are "Back" and "Search" buttons. Below the form is a map of Cambridge, MA, with several red pins indicating parking locations. Below the map is a "Provider List" section with three cards. Each card shows a red pin, the provider name "AU BOI BOI PARKING", the address "1100 Massachusetts Avenue, Cambridge, MA 02138", the phone number "617-452-7700", the email "info@auboiboi.com", the parking rates "Monthly Rates: \$1,100.00", the payment accepted "Payment Accepted: Discover, AMEX", and the distance "Distance: 0.1 Miles". At the bottom of the page, there is a note: "You can't find your provider? Create order with New Provider".

- Once you have selected a provider, check the information to confirm that your parking provider details are correct.
- Enter the amount to be paid to your Parking Provider and your account number. Check the acknowledgement box.
- Set your recurring options to automate future purchases and click **Checkout**.
- Review order accuracy, check the disclaimer box and click **Place Order**. Your order is now complete and will be processed on the next cutoff date.

Placing a Commuter Check Card for Parking Order

- After selecting “Parking” from the “Place an Order” tab, then select the Commuter Check Card for Parking option.
- Enter the amount you want to load on the card.
- You will also be asked to enter the last 4 digits of your home phone number and set a notable date. This information will be used for account verification when calling into Customer Support.
- Set your recurring options and click Checkout.
- Review your order and click **Place Order**.
- Your order is now complete and will be processed on the next cutoff date.



Placing a Commuter Check for Parking Order:

- After selecting “Parking” from the “Place an Order” tab, select the Commuter Check for Parking Option.
- A map will show parking garages marked with red pins within a 10 mile radius of your office address.
- Select your parking provider from the list and enter the quantity and denomination of vouchers you would like.
- Set your recurring options to automate future purchases and click **Checkout**.
- Review order accuracy, check the disclaimer box and click **Place Order**. Your order is now complete and will be processed on the next cutoff date.

Enrolling in Parking Cash Reimbursement:

- After selecting “Parking” from the “Place an Order” tab, select Enroll in Cash Reimbursement.
- Enter the amount you would like to be set aside to reimburse for qualified parking expenses. The amount cannot exceed the IRS Pre-Tax limit.
- Set your recurring options to automate future purchases and click Enroll.
- Review order accuracy, check the disclaimer box and click Place Order. Your order is now complete and will be processed on the next cutoff date.

How to File Parking Cash Reimbursement Claims:

- First, you must follow the instructions above to enroll in Parking Cash Reimbursement.
- Next, you must log into your ConnectYourCare online account by signing in with your user name and password.
- Once in your account, click on Add New Claim from the left-hand menu (DO NOT click on Transportation Benefits).
- Follow the four easy steps on the screen to enter information about your claim. Continue through the screens, and select Parking Reimbursement Account under “Transportation Related” in the “Service Type” dropdown.
- Once you finish filling out the necessary information, click on the Claim Submission Form icon.
- Print the Claims Submission Form to use as your cover sheet, and then submit receipts via fax or using the online documentation upload process.

Claim Submission Form

Fax to: 866-879-0812 Date Filed: 09/04/2007
Form #: 126634 Control #: 1013072

Please complete the following steps to conclude your submission process:

1. Tape itemized receipt(s) associated with the charges in the box below. If receipt(s) do not fit in the space below then attach as separate sheet(s). Documentation must include the following details:
 - o Person for whom service or expense was provided
 - o Name and address of the service provider or merchant
 - o Date service or expense was incurred
 - o Detailed description of the service or expense provided
 - o Amount charged for the service or expense
2. Fax to 866-879-0812 using this form as the cover page. Or, scan your receipt(s) and this form and email them as tif or pdf files to claims@connectyourcare.com. If you do not have access to a fax machine or scanner, you may mail a copy of your itemized receipts and this form to Claims Department, 307 International Circle, Suite 200, Hunt Valley, MD 21030.
3. After your receipts are received, you will be able to view them online.

Frequently Asked Questions

How does this benefit work?

There is no need to complete any enrollment forms. Go to www.connectyourcare.com, create your account...Simply log in to your online account, order your transit or parking and your passes or vouchers will be mailed directly to you, or if you elect, your parking provider will be paid directly. Your pre-tax purchase will be deducted automatically from your paycheck.

How does the pre-tax payroll deduction work?

The amount that you spend on transit or parking can be paid for with pre-tax money. When you order transit and parking online, the value of your order is automatically deducted from your paycheck up to the pre-tax maximum. Your annual taxable income is reduced by the amount of your purchase. For tax years beginning after January 1, 2017, the IRS allows up to \$255 a month pre-tax for transportation costs and up to \$255 a month pre-tax for parking costs.

Assuming a combined tax rate of 30%, if you spend \$255 on transportation and \$255 on parking each month, you can save \$1,836 per year. That's like getting more than 3 and a half months for free!

How can I make changes to my information?

- To cancel or amend an order, go to the homepage, by clicking "home" if you are already in the Transportation Benefits section. If you are in the ConnectYourCare section of your online account, click on **Transportation Benefits**. Existing orders are visible on the homepage. You can edit or delete your order from here by clicking on one of the icons to the right of your cart.
- 1. To remove an existing order, click the "X." Changes to an upcoming benefit month's order MUST be made by the 10th of the month.
- 2. To change your Commuter or Parking Benefits Information, select **the Pencil icon**. Please note, by turning the Recurring Setting off you are NOT removing any products currently in your cart. If you no longer wish to place an order, please just delete your cart.
- 3. To change Personal Account Information, log in to the participant portal and change information accordingly.

What is cutoff date for ordering transit and parking passes?

You must place your order by the 10th of the month for the following month. Orders received by the 10th of the month are processed and mailed no later than the 23rd of that month. Example: Passes ordered by June 10th are for July and are mailed no later than June 23rd.

Can I order the exact pass that I use now?

Absolutely. We offer more than 100,000 different types of transportation and parking benefits. Most likely, we have exactly what you need for your transit or parking provider. If you don't see what you need, contact us and we'll add it for you.

Do I have to remember to place my order each month?

You can set your order up as recurring, meaning that we'll automatically process it each month until you notify us otherwise. We can also send you an email each month reminding you that you have an order in the system, and prompting you to re-enter the site if you need to make a change.

What expenses can be purchased pre-tax?

Eligible expenses include public transportation used for your transit to work and many parking expenses. Only your work transportation expenses are eligible. You may not use this benefit for your spouse's or dependents' transportation expenses. Below are some examples of qualified and unqualified expenses.

Eligible Transit Expenses:

1. Buses
2. Bicycle
3. Trains & subways
4. Ferries
5. Vanpools
6. Commuter highway vehicles

Eligible Parking Expenses

- Parking at or near your place of employment
- Parking at a location from which you commute to work

Ineligible Transit and Parking Expenses

- Bridge tolls
- Highway tolls
- Expenses for someone other than you