



Human Resources and You FAQ – Transit and Parking Plan

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1. Is there a minimum or maximum amount that I can elect?

There is not a minimum for the transit or parking plan. The maximum deduction for qualified mass transit is \$230.00 a month and an additional \$230.00 for qualified parking.

2. How do I get a card?

You will automatically receive a card after you submit your enrollment to EBS. The card will be mailed to the address on your enrollment form.

3. What if my costs change, can my monthly deduction be changed?

You may enroll in the Transit and Parking Plan or change your elections on a monthly basis.

4. How do I request the amount to be changed or terminated?

You can submit a new enrollment document to change or terminate the plan.

5. How does the card work?

Once the card is activated, the card is "loaded" each month with the amount you have elected to contribute. As you use your card to pay for your transit or parking expenses, the amount will be deducted from the card balance.

6. How long will it take to get the card after I initially sign up for the plan?

You will receive your card two weeks after you sign up for the plan.

7. How soon after the payroll deduction is taken will I be able to access the money on my card?

Funds will be available to use by the 7th of the following month.

8. Do I have to activate the card before it can be used? Do I need to select a PIN?

The first swipe of the card activates the account. No PIN is required for the card; it should be used as a credit card, not as a debit card.

9. Can I check my account balance?

Account balances are available online through the EBS website at ebsbenefits.com. If you prefer to contact EBS for your account balance, contact EBS Customer Service at (800)229-7683.

10. What happens if I lose the card or if it is stolen?

You will contact EBS to have them cancel and reissue you a new card.

11. Can I submit paper claims for expenses when I didn't use my card?

You may submit claims with receipts or documentation for expenses when you were unable to use your card.

12. What does a qualified expense include?

For mass transit – tickets, passes, fare cards, and fares you pay for your work commute on a bus, train, BART, ferry, or qualified vanpool. Expenses not covered include bridge tolls, toll road fees, or mileage.

For parking – expenses incurred to park near or at your place of work or at a mass transit facility. Expenses not covered include reimbursement to park at home if you work at home.

13. What if I don't have a receipt for my claim?

You may use the affidavit on EBS' website for this purpose.

14. Why would I want to participate in this program?

Participation in the plan saves on taxes as well as a commitment to environmental sustainability. The funds you elect to contribute are set aside from your paycheck on a pre-tax basis and deposited in a credit card for eligible transit/parking expenses.

15. Who is EBS?

Employee Benefit Specialists administer the transit, parking, and flexible spending account plans for Chabot-Las Positias Community College District.

16. Questions?

Please either contact EBS at (888) 327-2770 or Lori Benetti, Payroll Manager, at (925) 485-5228, lbenetti@CLPCCD.org.