



Via Benefits Commuter Accounts

Quickstart Guide

Get the Most from Commuter Accounts

With Commuter Accounts, you don't pay taxes on money set aside from your paycheck for eligible commuting expenses, such as train passes and parking garage fees.

Enrolling is as easy as 1-2-3!

1. Download the Via Benefits Accounts mobile app from the App Store or Google Play.
2. Enroll in Transit and Parking accounts on the mobile app.
3. Use your Via Benefits debit card to pay for eligible commuting expenses. If you don't have one yet, you'll receive one in the mail.

One Convenient Card

Use your card for all work-related transit and parking expenses.

Enroll now to choose the amount you'll need to cover your transit and parking expenses. You can add up to the annual contribution limit in pre-tax money to your transit account and parking account.

If you need more than the pre-tax amount to cover your monthly expenses, you can add post-tax contributions from your bank account at any time. While this contribution won't save on taxes, it makes it easy to pay for all your commuting expenses with the Via Benefits debit card.

Use your Via Benefits debit card to pay for commuting expenses at transit locations, transit kiosks in local stores, authorized transit authority websites, and parking facilities.

Make changes anytime, anywhere.

You control your account(s). You can use your debit card every day you go to work or to buy and reload monthly passes.

If your circumstances change, the mobile app accommodates you in real time. Here's how:

- **Pause contributions:** Going on a long vacation or working from home? Pause your scheduled monthly contributions, then resume when needed.
- **Change amounts:** Change the amount of pre-tax contributions that comes from your paycheck, or change your post-tax contribution amount or date at any time.

For any changes to take effect the following month, make them before the deadline date found on the Via Benefits Accounts mobile app.

Everything is in your hands with the Via Benefits debit card and easy-to-use mobile app.

If you miss the deadline for the first month's pre-tax contribution, you can add post-tax money to your account(s) to use toward your expenses.



VIA BENEFITS™

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Eligible Commuter Expenses

Travel to and from work with ease knowing these expenses are covered:

Transit

- Bus
- Ferry
- Ride share services (UberPool, Lyft Line)
- Subway
- Train
- Trolley
- Vanpools (seating six or more)

Parking

- At or near work
- At a park-n-ride
- Parking meters

Ineligible Commuter Expenses

You can't use Commuter Accounts for these ineligible work-related costs:

- Expenses for someone other than yourself
- Fuel, mileage, traffic tickets or other costs you incur in operating a vehicle
- Parking at your personal residence
- Parking at your spouse's place of work
- Payments to a fellow participant in a vanpool or to a friend who drives you to work
- Ride-share bicycle and scooter services
- Taxis
- Tolls
- Uber and Lyft (except for uberPOOL, Lyft Line)

Quick Tip:

Always pay for eligible commuter expenses separately using your Via Benefits debit card. Your card won't work if you combine your transit or parking pass with other purchases.



Scan this QR code with your smartphone's camera to get the mobile app.

We're here to assist you

Call 1-800-953-5395 (TTY: 711)