The **Park-n-Ride Plan** may be the best option for you if:

- You want to save up to 30% from your monthly transit expenses*.
- You pay for parking at or near public transportation that you take to work.
- You are enrolled in the Commuter Card – Unrestricted or Transit Pass program.

*Up to 30% is illustrative of typical savings. Your actual savings depend on the cost of your transit options, your particular tax situation and the monthly IRS limits.

Use the [Edenred Calculator](https://www.edenred.com) to calculate your estimated savings.

**How does the Park-n-Ride Plan work?**

After you enroll in the Park-n-Ride Program, your elected deduction amount will be taken from your wages every pay day. Your deductions will be credited to your Parking Account at Edenred, the City's Transit Benefit provider. You select your Park-n-Ride payment option on the Edenred website. The deadline for making your choice each month is the 10th of the month. For example, you make your Park-n-Ride choice for February by January 10th. You can sign up for recurring monthly payments to your parking provider by selecting the frequency of "Every Month" and you will get the same order every month until you change or cancel it.

**Are there any service fees for this program?**

Yes, there is a $2.05 monthly administrative fee for account maintenance and transaction costs. The administrative fee is a post-tax deduction. It will be deducted from your pay when you are enrolled in this plan and deductions are being contributed to your parking account. In addition to the administrative fee you pay for the Park-n-Ride plan, you will also pay a fee for either the Commuter Card – Unrestricted or Transit Pass depending on your enrollment election.

**How is my W-2 affected?**

Your taxable wages in Box 1, Social Security and Medicare wages in Boxes 3 and 5, and state and local wages in Boxes 16 and 18 will be reduced by the value of the pre-tax transportation deductions from your pay. The amount will be labeled "IRC132" in box 14. Your wages will not be adjusted by the value of administrative fee deductions.

**What parking expenses are eligible under the Park-n-Ride Option?**

Parking expenses at or near a public transportation stop or station that you use to commute to work. You must be enrolled in one of the other Commuter Benefit Program plans in order to participate in the Park-n-Ride option. You may fund your parking account with pre-tax dollars up to $265 per month. Pre-tax and post-tax deductions for the Park-n-Ride program are kept in a separate account for you at Edenred and cannot be commingled with your transportation account.

**What parking expenses are not eligible?**

Parking expenses that are not directly related to your commute to work on public transportation are not eligible. This includes parking at/or near your home or work location and
any personal parking expenses that are unrelated to work. Only work-related parking is eligible for the special tax treatment of this program.

**What payment options are available for Park-n-Ride?**

There are several payment options available under the Park-n-Ride plan. The payment option that is right for you depends on the parking provider at your public transportation stop or station.

1. **Direct Pay Option** – if you pay for a monthly permit for parking at your station or stop, you can sign up for direct payments to that parking provider.
2. **Commuter Card Option** – if your parking provider accepts debit or credit cards, you can use this option to pay for your daily or monthly parking.
3. **Parking Cash Reimbursement Option** – if your parking provider only accepts cash and the other options above won’t work for your provider, you can also submit receipts and be reimbursed for your out-of-pocket expenses.

### Direct Pay Option – Monthly Parking Permits

**How does Direct Pay work?**

If you pay a monthly amount for your Park-n-Ride permit, you can have a payment sent directly to your provider from the funds in your account. Tell Edenred how much you pay monthly for your parking lot or garage and the payment will be sent directly to them each month on your behalf. All you need to do is place a one-time order that you can change or cancel in the future.

**If I use Direct Pay, do I still need to submit receipts?**

No. One of the convenient aspects of the Direct Pay service is that it eliminates the need for you to submit receipts.

**What happens if I leave City employment?**

If you leave City employment, you have 90 days after your separation date to spend the remaining funds in your Commuter Card.

### Commuter Card Option

**How does the Commuter Card work?**

The Commuter Card is a stored value card that works like a credit card at parking providers who accept credit cards. This is the same Commuter Card that you will use for your transportation expenses. Both parking and transportation accounts are funded separately and each allows the $265 pre-tax as well as post-tax deductions.

**Note:** Even though the card contains funds for both accounts, it is programmed to use those funds separately, i.e. balances from the transportation fund cannot be used to cover parking expenses and balances from the parking fund cannot be used to cover transportation expenses.
Is the Commuter Card a credit card?
No, the Commuter Card is a stored value card, which works just like a credit card at parking providers. There is no line of credit available, and your personal credit is unaffected by use of the card - only the funds you elect to put on the card are available for use.

What should I do if my parking facility doesn’t accept credit cards?
You should use our Direct Pay feature to pay for monthly parking or the Parking Cash Reimbursement feature for non-monthly parking.

What happens if I leave City employment?
If you leave City employment, you have 90 days after your separation date to spend the remaining funds in your Commuter Card.

Parking Cash Reimbursement Option

How does Parking Cash Reimbursement work?
Find the information on how to file a paper or online claim here. Use the paper claim if you have receipts and online claim if you don’t have receipts.

When can I submit claims?
You can submit your claim as long as there are sufficient funds in your parking account to cover the amount you want to claim.

When will I receive my reimbursement?
Your claim will be processed within 2 business days of receipt. If your claim is approved, your reimbursement will be sent to you by direct deposit or check.

What happens if I leave City employment?
If you leave City employment, you have 90 days after your separation date to spend the remaining funds in your Commuter Card.

How do I enroll in the Commuter Benefits Park-n-Ride Plan?
Complete an enrollment form and submit to your College Transit Benefit Coordinator for processing.

How do I select my Park-n-Ride payment option?
Two business days after you enroll in the Park-n-Ride plan, go to the Edenred website or call Edenred Customer Service at 833-584-8109, Monday to Friday, 8am-8pm to select your Park-n-Ride payment option and place your parking order.

- Parking NYC Commuter Card
- Parking Monthly Direct Pay
- Parking Cash Reimbursement
How can I check my Transit Pass account balance?

Use the following options to access your Commuter Card balance with Edenred:

- Log in to your account on Edenred’s website.
- Call Edenred Customer Service at 833-584-8109 Monday-Friday, 8am-8pm and follow the prompts to check your balance. You will be required to provide the last four digits of your Employee Reference Number (ERN) and home zip code.

For additional information visit Edenred online or call Edenred Customer Service at 833-584-8109, Monday to Friday, 8am-8pm.