The following message is for insurance-eligible faculty and staff:

As you know, parking permit sales have begun and Gold Permit applications will be accepted until 12 midnight on Friday, April 17. If you are planning to enroll or have already enrolled in the Transit Expense Account (TEA) for your parking permit costs, please see the following information.

The TEA is a flexible spending account available only to insurance-eligible employees. By enrolling in the TEA, employees elect to have money deducted untaxed from their pay and then use that money to reimburse themselves for their university parking permits. There is also an account available for bus pass and van pool expenses.

**You may enroll in the TEA ANY TIME PRIOR TO AUGUST 24, 2015, the date the permit takes effect.** That is considered to be the date you begin incurring the parking expense. Also, even though the parking permit spans two calendar years, you enroll in the TEA for a single calendar year and claim reimbursement for the full expense in 2015. For example, the gold permit will cover August 24, 2015, to sometime in August, 2016, at a cost of $300. If you wish to enroll in the TEA, you would do so for the full $300 and claim the full reimbursement in calendar year 2015.

To enroll in the TEA, complete a Transit Enrollment Form and fax it to Minnesota Management & Budget State Employee Group Insurance Program (MMB-SEGIP).

- The ‘plan year’ is 2015 (not 2015-16).
- You may select either the annual election or monthly election. With the annual election, deductions will be taken out of your paychecks through the end of December, 2015. For the monthly election, you determine the number of months to take deductions. If you are purchasing a gold permit you will need to split the amount over a minimum of two months to stay within the $250 monthly limit. For example, to cover the $300 cost of the gold permit you could elect $150/month for two months. You are responsible for verifying that the correct deductions are taken from your paychecks and notifying MMB-SEGIP of any errors.

If you are already enrolled in the TEA but wish to change your enrollment amount, complete a Transit Change in Participation Form and fax it to MMB-SEGIP. The Transit Change in Participation Form is located on the Eide Bailly website, [www.eidebailly.com/services/employee-benefits/state-of-minnesota-forms/](http://www.eidebailly.com/services/employee-benefits/state-of-minnesota-forms/).

DO NOT send enrollment or change forms to Eide Bailly. These forms must be submitted directly to:

Minnesota Management & Budget  
State Employee Group Insurance Program  
658 Cedar Street  
St. Paul, MN, 55155  
or fax number (651) 296-5445

You must wait until after August 24 and you must verify that payroll deductions have begun before you submit your reimbursement request to Eide Bailly. See the attached “2015 TEA Reimbursement Instructions.” It is your responsibility to submit the reimbursement claim and documentation within the appropriate time frame.

I encourage you to read the “2015 Plan Year Summary” before enrolling in the TEA. The summary is available on the Eide Bailly website in the Plan Summary Info section at [www.eidebailly.com/services/employee-](http://www.eidebailly.com/services/employee-).
If you elect to enroll in a flexible spending account, you are responsible for being in compliance with the regulations that apply to the plan. You should understand the possibility of forfeiting money if you miss deadlines. In addition, if you use the TEA for your parking permit you may not sell any portion of your permit back to the university because that would violate income tax regulations.

I am often asked how much income tax a person saves by enrolling in the TEA. That will vary from one individual to another depending on taxable income, tax filing status, etc. You would need to consult a tax advisor or review the federal and state income tax tables to determine approximately how much tax savings it will mean for you.

Please note that ENROLLING IN THE TEA IS OPTIONAL; you do not have to enroll in the TEA to buy a parking permit. Refer to David Cowan’s email dated April 2 for details about purchasing your parking permit.

If you have questions about the TEA, contact Tara Sprengeler at tara.sprengeler@mnsu.edu or 507-389-6942. Thank you.

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2015 TRANSIT EXPENSE ACCOUNT (TEA) REIMBURSEMENTS

Employees enrolled in the 2015 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to Eide Bailly. Reimbursement requests must be submitted after the permit has taken effect but no later than 180 calendar days from the date the parking permit took effect. February 19, 2016, will be the absolute deadline for Eide Bailly to receive reimbursement claims for permits that are effective on August 24, 2015. Following are instructions to help with the reimbursement process.

- For “Benefit Year” put 2015 (not 2015-16).
- Your “State Employee ID Number” is the same ID number you use to look up your paycheck stubs.
- In the “Date Expense Incurred or Period Covered” put the following:
  - The first (or start) date should be the date the permit took effect, not the date you paid for the permit. Most campus permits take effect on 08/24/2015 so that would be the start date.
  - The second (or end) date must be no later than 12/31/2015 but may be earlier. The maximum expense reimbursement allowed is $250 per month. Permits costing no more than $250 may have a reimbursement end date on or after 09/24/2015 but no later than 12/31/2015. Gold permits cost $300 so the reimbursement end date must be mid-October or later (for example, 10/15/2015 would be okay) and no later 12/31/2015.
- For “Expense Description” write “MnSCU parking permit.”
- The “Service Provider” is “Minnesota State University, Mankato” for university parking permits.
- Somewhere on the form write “Paid in April (or whenever you have paid for your permit) but expense incurred beginning in August – approved by MMB and Eide Bailly.” If you submit your claim electronically, write this note on the copy of your receipt. This is to help Eide Bailly’s claims processors spot one of our claims and understand why the receipt shows a date that does not correspond with the permit dates.
- Attach a copy of your receipt to the form or upload or fax the receipt to Eide Bailly if submitting your claim electronically. Copies of cancelled checks or credit card statements are not acceptable as receipts. You may obtain a copy of your parking permit receipt from the Campus Hub. You should also keep copies for your records as well as document when and how you sent any electronic or fax submissions.
- Submit your claim to Eide Bailly no earlier than the “end date” you used for the period covered. Eide Bailly must receive the claim and documentation no later than February 19, 2016.

If you have questions you may contact Eide Bailly at 800-300-1672 or Human Resources at 389-6942 or 389-2015 or hr@mnsu.edu.