To Insurance-Eligible Faculty and Staff:

As you know, parking permit sales have begun and Gold Permit applications will be accepted until 12 midnight on Tuesday, April 30. If you are planning to enroll or have already enrolled in the Transit Expense Account (TEA) for your parking permit, please see details below.

For those of you who may be unfamiliar with the TEA, this 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 can enroll in the TEA ANY TIME PRIOR TO AUGUST 26 since the permit does not take effect until August 26.** Also, even though the parking permit spans two calendar years, you are able to enroll in the TEA for a single calendar year and claim reimbursement for the full expense in 2013. For example, the gold permit will cover August 26, 2013, to sometime in August, 2014 at a cost of $282. If you wish to enroll in the TEA, you would do so for the full $282 for 2013 and claim the full reimbursement in calendar year 2013.

To enroll in the TEA, complete a Transit Enrollment Form and fax it to Minnesota Management & Budget (MMB). The form is available on the Eide Bailly website at www.eidebailly.com/services/employee-benefits/state-of-minnesota-forms/. The ‘plan year’ is 2013 (not 2013-14). 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, 2013. 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 $245 monthly limit. For example, to cover the $282 cost of the gold permit you could elect $141/month for two months or $94 per month for three months, etc. You are responsible for verifying that the correct deductions are taken from your paychecks and notifying MMB 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. The Transit Change in Participation Form is located on the Eide Bailly website, www.eidebailly.com/services/employee-benefits/state-of-minnesota-forms/.

DO NOT send enrollment or change forms to Eide Bailly; the forms must be submitted directly to Minnesota Management & Budget at State Employee Group Insurance Program, 658 Cedar Street, St. Paul, MN, 55155 or fax number (651) 797-1313.

Reimbursement requests cannot be submitted until AFTER August 26 and after payroll deductions have begun. See the attached “2013 TEA Reimbursement Instructions.” It is your responsibility to submit the reimbursement claim and documentation within the appropriate time frame.

I strongly encourage you to read the “2013 Plan Year Summary” before enrolling in the TEA. The summary is available on the Eide Bailly website in the Plan Info section at www.eidebailly.com/services/employee-benefits/state-of-minnesota-plan-information/. 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 also understand the possibility of forfeiting money if you miss deadlines. It is also very important to remember that if you use the TEA for your parking permit, you cannot sell any portion of your permit back to the university because that would violate IRS 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 15 for details about purchasing your parking permit.

If questions about the TEA, contact Therese Mullins at 507-389-6942 or Wendy Schuller at 507-389-2015.

**Therese Mullins, Benefits Specialist**  
Human Resources  
336 Wigley Administration Center  
**Phone:** (507) 389-6942, **Fax:** (507) 389-2960, **E-mail:** therese.mullins@mnsu.edu
2013 TRANSIT EXPENSE ACCOUNT (TEA) REIMBURSEMENTS

Employees enrolled in the 2013 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to Eide Bailly. Reimbursement requests cannot be submitted until after the permit has taken effect, and they must be submitted no later than 180 calendar days from the date the parking permit takes effect. February 21, 2014, will be the absolute deadline for Eide Bailly to receive reimbursement claims for permits that are effective on August 26, 2013. Following are instructions to help with the reimbursement process.

- To obtain the 2013 reimbursement form on the Eide Bailly website, [www.eidebailly.com/services/employee-benefits](http://www.eidebailly.com/services/employee-benefits), under “Forms” click on “State of Minnesota Participants.” In the “2013” section under “Reimbursement Forms” click on “Transit Reimbursement.”
- For “Benefit Year” put 2013 (not 2013-14).
- Your “State Employee ID Number” is the same ID number you use to look up your paycheck stubs.
- The “Date Expense Incurred or Period Covered” is the part that has changed from previous years and can cause some confusion.
  - The first (or start) date should be the date the permit took effect, not the date you paid for the permit. Most campus parking permits take effect on 08/26/2013, so that would be the start date.
  - The second (or end) date must be no later than 12/31/2013 but may be earlier. The maximum expense reimbursement allowed is $245 per month. Permits costing less than $245 may have a reimbursement end date on or after 09/26/2013 but no later than 12/31/2013. Gold permits cost $282 so the end date must be mid-October or later (for example, 10/15/2013 would be okay) and no later than the end of December, 12/31/2013.
- 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 21, 2014.

If you have questions you may contact Eide Bailly at 1-800-300-1672 or Therese Mullins in Human Resources at 6942 or therese.mullins@mnsu.edu.