

Cowan, David P

From: Mullins, Therese A
Sent: Tuesday, March 31, 2009 4:55 PM
To: <ALL> Staff
Subject: Transit Expense Account

To Insurance-Eligible Faculty and Staff:

According to the university's Parking website, applications for the gold permit drawing may be submitted beginning April 1, so I want to remind you about the Transit Expense Account (TEA). If you are an insurance-eligible faculty or staff member, you have the option to set aside money in the TEA and use that money to reimburse yourself for your parking permit expenses. By enrolling in the TEA you reduce your taxable income and use untaxed money for your parking permit. The TEA is available only to insurance-eligible faculty and staff.

Enrolling in the TEA is optional. You do not have to enroll in the TEA to buy a parking permit.

If you want to enroll in the TEA, print a 2009 "Transit Benefits Enrollment Form" for the State of Minnesota from the Eide Bailly website, <https://www.eidebailly.com/services/benefits/doer/>. Forms are also available in Human Resources, WA 336. Detailed information about the TEA is in the "Pre-Tax Benefits 2009 Plan Year Summary" on the Eide Bailly website.

Tips for filling out the TEA enrollment form:

- 1) Plan Year is 2009 (not 2009-2010).
- 2) State Employee ID Number is your payroll User ID (the same one you use to log into the Employee Self-Service website to view your paycheck stubs).
- 3) Fill out the **Parking** section, not the Bus Pass/Vanpool section, if you will be using the money for a parking permit.
- 4) If you choose the Annual Election, write the total dollar amount that you want (for example, \$236.00). This amount will then be split into equal deductions through the last paycheck in December.
OR
- 5) If you choose the Monthly Election, write the amount to be deducted each month and the total dollar amount you want for the year. For example, \$118.00 per month for a total of \$236.00 will result in deductions occurring over a two-month period. The maximum monthly deduction allowed is \$230.00, so you must split the deduction over two or more months if the total is over \$230.00.
- 6) Be sure to sign and date the form.

Send your completed enrollment form to Minnesota Management & Budget - SEGIP at fax number (651) 296-5445 or mail it to the address on the form:

Minnesota Management & Budget
State Employees Group Insurance Program
658 Cedar Street
St. Paul, MN 55155

If you prefer, you may drop off your enrollment form in Human Resources, WA 336, and I will fax it to SEGIP. Please keep a copy for your records.

Here are a few more tips for success with the TEA:

- To ensure that your parking permit will qualify for reimbursement, enroll in the TEA no later than the same day you apply for a permit.
- Refer to the university's Parking website, <http://www.mnsu.edu/parking/>, for instructions on applying for a parking permit.
- You must first pay the university for your permit and then submit a reimbursement claim to your TEA.
- After TEA payroll deductions have started (the deduction will appear as PKEA on your paycheck stub) you may submit your claim.
- Reimbursement claims must be submitted to Eide Bailly within 180 days of the date you incur your parking permit expense.

- The 2009 "Transit Benefits Reimbursement Form" is available at <https://www.eidebailly.com/services/benefits/doierr/> or you may submit the claim electronically through your online account on that website.
- You will need to mail or fax Eide Bailly a copy of your parking permit receipt when you submit the claim.
- Always keep copies of forms and receipts for your records.
- Eide Bailly will issue a reimbursement to you each time there is at least \$50.00 in your account. That means if you choose the Annual Election, you will not receive your final reimbursement until after the last paycheck in December.
- Keep track of the deductions taken from your pay. Last year some TEA deductions were set up incorrectly by Minnesota Management & Budget (MMB). It is your responsibility to monitor your benefit plan deductions and to notify me or MMB promptly of any problems. If the TEA deductions are incorrect, I can help you contact MMB or you can contact them directly at (651) 355-0100. It may not be possible to correct errors after early December due to payroll processing deadlines and income tax regulations.

For additional information see the "Pre-Tax Benefits 2009 Plan Year Summary" at <https://www.eidebailly.com/services/benefits/doierr/>.

Again, the TEA is optional. You do not have to enroll in this account in order to buy a parking permit. Call me at 6942 or Wendy Schuller at 2015 if you have any questions.

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