

From: Mullins, Therese A
Sent: Monday, April 04, 2011 11:05 AM
To: <ALL> Staff
Subject: Transit Expense Account

To Insurance-Eligible Faculty and Staff:

As David Cowan announced, it is time to apply for gold parking permits again, so I want to remind employees 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 enrolled in the TEA for 2011 during Open Enrollment last fall, you do not need to re-enroll at this time. To see whether you are currently enrolled in the TEA for 2011, view your "Benefits Summary" on the Employee Self-Service website, www.state.mn.us/employee.

If you want to enroll in the TEA now, print a "Transit Benefits Enrollment Form" for the State of Minnesota from the Eide Bailly website, <https://www.eidebailly.com/services/benefits/doer/>. As of today, Eide Bailly does not have a 2011 form posted on their website, but they will accept the 2010 version of the form. Forms are also available in Human Resources, WA 336. Detailed information about the TEA is in the "Pre-Tax Benefits 2011 Plan Year Summary" on the Eide Bailly website.

Here are some tips for filling out the TEA enrollment form:

- 1) Plan Year is 2011 (not 2011-2012).
- 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, 2011.
OR
- 5) If you choose the "Monthly Election" write the amount to be deducted each month and the number of months you want deductions to be taken. For example, \$118.00 for two (2) months will result in deductions occurring over a two-month period (four paychecks)* for a total of \$236. The maximum monthly deduction allowed is \$230, so you must split the deduction over two or more months if the total is over \$230.
- 6) Be sure to sign and date the form.

*Faculty who are on 9-month pay may find that the final deduction(s) will not be taken until fall semester.

Send your completed enrollment form to Minnesota Management & Budget - SEGIP at fax number (651) 797-1313 or mail it to the address below (do not send it to Eide Bailly):

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 MMB-SEGIP. Please keep a copy for your records.

Here are a few more tips for the TEA:

- Keep track of the deductions taken from your pay. 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.
 - It is a violation of IRS regulations to receive reimbursement from the TEA for any parking permit costs that the university refunds to you.
 - If you decide to stop or reduce your TEA enrollment during 2011, you must still meet the \$50 minimum.
- 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 before submitting a reimbursement claim to your TEA.
- **Reimbursement claims must be submitted to Eide Bailly within 180 days of the date you incur your parking permit expense.**
- As soon as TEA payroll deductions have started (the deduction will appear as PKEA on your paycheck stub) you may submit your reimbursement claim. Remember that even though you can view your paycheck on Monday, the paycheck is not issued until Friday. Eide Bailly will reject any claims they receive before the actual payday that your deductions begin.
- You do not have to wait until the entire amount is in your TEA account to submit your reimbursement claim. Eide Bailly will issue a reimbursement to you each time there is at least \$50 in your account. If you choose the Annual Election your final reimbursement will be issued after the last paycheck in December.
- The "Transit Benefits Reimbursement Form" is available at <https://www.eidebailly.com/services/benefits/doer/> (2010 version is okay to use if Eide Bailly has not posted a 2011 version), 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.

These are only a few of the ins and outs of the TEA. Please read the "Pre-Tax Benefits 2011 Plan Year Summary" at <https://www.eidebailly.com/services/benefits/doer/> for additional information and plan regulations with which you must comply.

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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