



## IMPORTANT INFORMATION

### Parking Eligible Expenses

1. Expenses are for “qualified parking” as defined in Internal Revenue Code (“Code”) Section 132(f)(5)(C). Under this definition, the parking must be located:
  - on or near employer’s business premises **OR**
  - on or near a location from which employee commutes to work, either by mass transit, commercial commuter highway vehicle, qualifying non-commercial commuter highway vehicle, or car pool.
2. Single occupancy vehicles, such as bikes and motorcycles, qualify for parking reimbursement.
3. Expenses for parking on or near employee’s own residence or at *temporary* work locations are NOT eligible for reimbursement.
4. The maximum allowable reimbursement is \$230 per month.

### Submission of Reimbursement Requests

Fax (preferred), email or mail reimbursement requests. If your reimbursement request is denied, written notification will be mailed to you. You may resubmit expenses with proper documentation, if applicable. To expedite adjudication, please include a completed Parking Reimbursement Request Form with each submission.

### Please Note

Service dates for reimbursable expenses must fall within the plan year. Participants who leave the plan during the plan year will only be reimbursed for expenses incurred while they were participating in the plan. Expenses incurred before participation began or after participation has terminated will not be reimbursed.

Reimbursement requests not submitted during the plan year must be submitted/received (pursuant to plan rules) and approved prior to the end of the run out period. Expenses are to be submitted to Crosby Benefit Systems, using the Parking Reimbursement Request Form. Please contact your Human Resources Department or Crosby Benefit Systems for more information.

