

Transit Account Enrollment Guide



What is a Transit account?

A Pre-Tax way to pay for transit expenses (while you are employed) before Federal, State and FICA taxes.

Employers may contribute and employees may also contribute. Before enrolling your employer will notify you if they are contributing and you decide how much to contribute. Your money is deducted from each paycheck pre-tax (before Federal, State, and FICA taxes).

Know the Rules:

- The 2023 monthly maximum for transit passes and van pooling is \$300.
- An employee can carry over from month to month transportation funds as long as they are employed.
- After incurring expenses employees have 180 days to make a claim for those expenses.
- After terminating employment if the funds are not claimed within 180 days the funds are forfeited.
- Employees cannot be paid or use more money than they have in their account at any point in time.
- Contributions are not refundable.
- Employees may submit claims or use their debit card.
- Employees can revoke or make a election any time depending on how frequently the employer allows a change.
- Expenses should be substantiated by receipts. However, if a receipt is not provided in the ordinary course of business and the employee certifies the type and amount of expense no receipt is required.
- Only eligible expenses can be reimbursed. Transit expenses are defined by IRS rules.

Ineligible Transit Expenses:

- Toll fees
- Gas
- Carpooling

Eligible Transit Expenses:

- Van-pooling-- means transportation between the employee's residence and place of employment, but only if it is done in a "commuter highway vehicle." A commuter highway vehicle is a highway vehicle with a seating capacity of six or more adults (not including the driver) where at least 80% of the mileage use for a year is reasonably expected to be for transporting employees between their residences and places of employment, and on trips during which the number of employees carried for that purpose is at least half of the adult seating capacity of the vehicle (excluding the driver).

Tax Savings Example:

Dave, a single taxpayer, earns \$27,000 per year, and has transit expenses of \$1,200 per year. Dave's annual savings realized by participating in the transportation account is **\$327.**

Assumptions are based off of 15% Federal, 4.63% State, and 7.65% FICA tax



Access with a Debit Card



Benefits of Using the Debit Card



- Easy to use - the Benefits Card is a stored-value card that simplifies the process of paying for qualified expenses.
- Restricted by merchant code (MCC) to transit-related merchants where MasterCard is accepted.
- It pays directly at the point of sale - no waiting for reimbursement!
- **You must save all receipts and be prepared to provide receipts if they are requested.**

Claim Submission



Participants may file requests for reimbursement directly to Rocky Mountain Reserve through fax, mail, e-mail, mobile application or by uploading them directly through the participant website. Disbursements are issued by **check or direct deposit**. Claim Forms and Direct Deposit Authorization Forms are online at <https://www.rockymountainreserve.com>.

Fax: 866.557.0109

E-mail: claims@rmbenefits.com

Mail: PO Box 631458 Littleton, CO 80163



Online Access

With online access to your account, you can: view your balance, review your transaction history, download your statements, submit claims, view debit card receipt requests and upload receipts.

To Create Your Online Account:

1. Go to <https://rockymountainreserve.com>
2. Click on "Login/Register" in the top right-hand corner
3. Click on "Employee Registration"
4. Username will be the name you use to log in for the web portal and mobile application.
5. The password must contain at least 3 of these: special character, number, upper or lower case letter
6. For Employee ID Use SS# or other assigned Employee ID.
7. For Registration ID select "Card Number" which is your Benefits MasterCard. If you do not have a card, your Employer will give you an Employer ID.

Mobile Application:

On the mobile application, participants can see their account balance, transactions, and request disbursements.

Search "RMR Benefits" on the app store



RMR Benefits Mobile
Rocky Mountain Reserve Mobile