



## **ANNOUNCING PREMIUM COMMUTER BENEFITS FOR NEWARK UNIFIED SCHOOL DISTRICT**

### **About My Commuter Check:**

My Commuter Check is brought to you by Edenred – a top global provider of social and employee benefits worldwide. We manage programs that serve 30 million individuals in 40 countries in Europe, Latin America, Asia/Pacific, and North America.

### **Commuter Benefit Program Overview:**

Commuting to work each day can be expensive. The commuter benefit program will help you save money on your commuting costs along with the convenience of automated electronic fulfillment. My commuter Check provides Vouchers, Debit Cards and electronic loading of select Smart Cards for a number of transit authorities through an easy on-line enrollment and benefit management program. We are also committed to preserving the environment and reducing its carbon footprint and want to encourage its employees to contribute to these efforts by taking public transportation. Together we can save money and the environment at the same time.

### **How Does the Program Work?**

Using the My commuter Check website, you will create an account and place orders for transit and/or parking products. My commuter Check will send your employer information about your selections and instruct them to deduct the proper amounts from your paycheck.

### **Order Vouchers, Smart Cards or Debit Cards: (used only for transit uses)**

My commuter check is a national service. Our long-standing relationships with transit authorities across the nation enable us to provide electronic loading of smart cards in selected cities. Once you have created your new account, just select the Transit Order button on the left. Select your Greater Metropolitan Area and choose from the list of Transit Smart Cards available. If you cannot find a transit product on the website, you can order a Commuter Check Voucher to purchase the pass you want. Just select Commuter Check Voucher from the product menu and specify the quantity and denomination(s) you desire. My Commuter Check will send the vouchers to you, and you can use them to purchase transit passes at designated transit retail outlets.

### **Features of the Commuter Benefit Program**

- The program is a monthly program; log in and place an order to be fulfilled on a monthly basis. Orders must be entered by the 10<sup>th</sup> of the month two months prior to the benefit period. For example, to receive an order for use in January, you must place your order before November 10<sup>th</sup>. Changes must be made online before the cut-off date of the 10<sup>th</sup> of the month for the upcoming month.
- Use the convenient recurring settings option to request funds to automatically be loaded to your smart card each month. Don't worry; we'll email you a reminder so remember to give us a valid email address when you register.
- Pre-tax deductions are allowed up to the limit of \$300 per month for transit.
- There is a monthly \$3 service charge for participating in this program.
- No retroactive changes may be made.