PARKING REIMBURSEMENT ACCOUNT

Formerly known as a Parking FSA, WageWorks also offers a pre-tax parking reimbursement account (in the ‘Commuter’ section of the website) to reimburse you for certain parking expenses to commute to and from work. (Please note: this reimbursement for parking is different from the transportation subsidy offered as a benefit by the Broad. Regular institute parking, carpool parking, visitor parking, and vanpool parking are already subsidized and taken pre-tax from your pay; the expenses incurred by participating in any of these plans are not eligible for reimbursement under a Parking Reimbursement Account.)

Wage works offers three (3) convenient ways for you to pay for parking when you enroll in a Parking Reimbursement Account.
1. By submitting this order, you authorize your employer to deduct your cost for this order from your paycheck.

2. You must pay your parking costs and then request reimbursement by submitting a Pay Me Back claim form or filing an online claim.

3. You can receive $250 a month in pretax parking benefits. Pay Me Back is limited to this amount, less any other parking orders.

4. This order is for your own personal parking related to your commute to work and may not be used by any other individual, including your dependents.

5. You agree not to give, barter, exchange, convey, or otherwise transfer this benefit for cash or any other consideration.

6. Your election amount will be reduced by any Parking order you place (and cancelled, if that order is greater than or equal to $250 a month).

7. You have until the change/cancel date indicated to change or cancel your order prior to each benefit month. If you fail to do so by that date, you will not be eligible to receive a refund or credit.

8. If the frequency of this order is Every Month, you will automatically receive this order each benefit month as long as you remain eligible to participate in this program or until you change or cancel this order.

9. If the frequency of this order is One Month Only, then you will receive this order for the upcoming benefit month only. You will need to place another order (and select “Every Month” as the frequency) to receive this order more than once.

10. You have 6 months following the end of the benefit month to file claims to get reimbursed from your Pay Me Back account. If you have a balance remaining after the deadline, you will receive a credit in that amount which will be applied toward your next Commuter deduction automatically.

Please log on to the ‘Commuter’ section of the WageWorks website to find out more, [www.wageworks.com](http://www.wageworks.com), or contact the Benefits Office at [benefits@broadinstitute.org](mailto:benefits@broadinstitute.org).