

# QUALIFIED TRANSPORTATION

## FLEXIBLE SPENDING ACCOUNT

THE QUALIFIED TRANSPORTATION EXPENSE (QTE) ACCOUNT CAN REIMBURSE YOU FOR ALLOWABLE PARKING AND TRANSIT COSTS WITH TAX FREE DOLLARS.

### ELIGIBLE EXPENSES

- **Qualified Parking**

Expenses incurred by an employee to park their car on or near the business premises of their company and / or expenses incurred by an employee to park their car on or near a location from which the employee commutes to work.

- **Transit**

Expenses incurred for any pass, token, fare card, voucher or similar item entitling a person to transportation if such transportation is on mass transit or provided by any person in the business of transporting persons in a vehicle with a seating capacity of at least six adults (excluding the driver).

- **Vanpools**

Travel between the employees' residence and place of employment in a vehicle that has seating capacity of at least six adults and at least 80% of the mileage use of such vehicle is for the purpose of transporting employees to and from work.

## YOUR STEPS TO SAVINGS!

### 1 REALIZE THE TAX SAVINGS

You can set aside pre-tax money into an account to be reimbursed for eligible transportation expenses. Savings will depend on your tax bracket. For example, if you are taxed at 25% and you enroll for \$2,400 you would save \$600 in taxes.

### 2 ESTIMATE YOUR EXPENSES

Plan for your upcoming expenses. A list of allowable expenses can be found to the right. Further information can be found at [www.flores247.com](http://www.flores247.com).

### 3 ENROLL AND MANAGE YOUR ACCOUNT

Contact your Human Resource Department to find out how to enroll for this benefit. Flores will mail a custom Participant ID number to your home address to help you manage your account. Contact information can be found on the back of this flyer.

# QUALIFIED TRANSPORTATION FAQs

## FREQUENTLY ASKED QUESTIONS

### HOW CAN I SUBMIT A CLAIM?

Claims may be uploaded to your account on our participant website, [www.flores247.com](http://www.flores247.com), or using our e-Receipt mobile application. You may also submit your request for reimbursement via fax or mail, if you prefer. Please note that all claims must be received by the filing deadline for the applicable plan year in which your expenses were incurred.

### CAN I MAKE A CHANGE TO MY DEDUCTION OR STOP MY DEDUCTION MID-YEAR?

Yes, you may enroll, cease participation or make any changes to contribution amounts when permitted by your employer. Please refer to your QTE Account Company Policy Statement, found on [www.flores247.com](http://www.flores247.com), to determine how mid-year changes are handled.

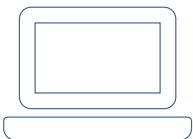
### HOW MUCH CAN I BE REIMBURSED PER MONTH FOR MY TRANSIT EXPENSES?

Monthly reimbursements are limited based on the current IRS maximum for parking and transit benefits. Please visit our website at [www.flores247.com](http://www.flores247.com), or call 800.532.3327 for more information in regards to current maximum reimbursement limits.

### WHAT IF I AM NOT ABLE TO OBTAIN A RECEIPT TO SUBMIT WITH MY REIMBURSEMENT REQUEST?

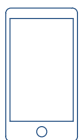
If no receipt is available, you may complete and sign the Mass Transit / Parking Expense Affidavit form to acknowledge services rendered. The affidavit is located in the document library section of the website ([www.flores247.com](http://www.flores247.com)).

### HOW DO I OBTAIN MY ACCOUNT DETAILS?



#### WEBSITE

Visit [www.flores247.com](http://www.flores247.com) and log in using Participant ID or User Name and password



#### MOBILE APP

Download our mobile app from your app store



#### PID & PASSWORD ASSISTANCE

Dial 800.840.7684

### WHAT HAPPENS TO ANY UNUSED FUNDS AT THE END OF THE PLAN YEAR?

In some cases, as long as you continue to participate in the QTE Account, unused funds from the prior plan year may roll into the current plan year after the prior year claims filing deadline has passed. In other cases, unused funds not requested by the claims filing deadline will be forfeited. Please refer to your QTE Account Company Policy Statement to confirm how unused funds are handled by your employer.

### WILL I HAVE A DEBIT CARD?

If your employer has chosen to offer a QTE debit card, you may use your "Debit Card" at the point of purchase to pay for your parking and/or transit expenses. Please note that your debit card will not allow you to spend more than you have contributed to date. You also cannot swipe the card for an amount that exceeds the IRS max in a given month.

### WHAT EXPENSES ARE NOT ELIGIBLE UNDER THE QTE ACCOUNT?

Ineligible expenses include, but are not limited to, cab / taxi fare, mileage, tolls and business related travel.

### WHAT HAPPENS TO MY QTE ACCOUNT IF I TERMINATE?

If you terminate or stop participating in the QTE Account, you may continue to file claims for eligible expenses that you incurred while you were actively participating in the plan. Eligible claims must be submitted by the claims filing deadline. Funds remaining in your account after the claims filing deadline will be forfeited.

### HOW DO I SUBMIT DOCUMENTS TO FLORES?

#### ONLINE

Visit [www.flores247.com](http://www.flores247.com) and upload documents securely

#### MOBILE

Download e-Receipt smartphone app  
Available for Apple or Android devices

#### MAIL

Flores & Associates, LLC  
PO Box 31397  
Charlotte, NC 28231

#### FAX

704.335.0818 or 800.726.9982

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**CUSTOMER SERVICE 1.800.532.3327**