

FREQUENTLY ASKED QUESTIONS QUALIFIED TRANSPORTATION ACCOUNTS



You are looking for ways to save on your commute to work, and Qualified Transportation Accounts (QTAs) are a valuable benefit that can help you save time and money on qualified parking and/or public transit expenses.¹

Q What are qualified transportation accounts?

QTAs allow you to set aside pre-tax funds to use for eligible parking and transit expenses related to your commute to work, which can help you save on taxes.^{1,2} Parking and/or transit benefits are limited to employee expenses only, meaning reimbursement is not allowed for spouse or dependent expenses.

Q What is the difference between the two account types?

There are two primary types of transportation accounts, and you may participate in one or both plans. The funds in these accounts are kept separate and cannot be rolled from one account to another.

- **Parking:** This account allows you to set aside money for eligible parking expenses at or near your employer's business premises or parking at or near a location from which you commute to work by mass transit, vanpooling, carpool, etc.
- **Transit and Vanpooling:** This account allows you to set aside money for eligible expenses for any pass, fare card or similar item that entitles you to transportation on a mass transit system or vanpool to and from work.

The PNC BeneFit Plus debit card provides an automatic payment method for qualified transportation expenses. While a participant can hold both a parking account and a transit account on a single debit card, each account is separate and funds cannot be transferred from one to the other.

Q What is considered an eligible parking expense?

The cost of parking your vehicle in a location near your workplace or from which you commute to work, such as a train station or carpool lot, is generally considered an eligible parking expense.¹

Note: Bridge, turnpike and other types of tolls are not eligible for reimbursement.



Q What is considered an eligible transit expense?

The cost of any transit pass, token, fare card, voucher or other item that entitles you to use a mass transit vehicle or the cost of a vanpool for the purpose of traveling to or from your place of work is generally considered an eligible transit expense.¹

Mass transit vehicles include bus, light rail, regional rail, streetcar, trolley, subway or ferry. A vanpool is a commuter vehicle that has a seating capacity of 6 people or more (not including the driver) when at least 80% of the mileage used for the year is for the purpose of transporting employees to their place of employment.¹

Note: Transit and vanpool expenses do not include parking.

Q How much can I contribute to or deduct from my QTA?

The IRS sets a limit on the pre-tax contribution amount per calendar month for parking or transit expenses. If you hold both a parking account and a transit account, you may contribute up to the limit for each individual account. Contribution changes can be made on a monthly basis subject to your employer's program rules. 2023 monthly limits are as follows:

- Parking: \$300
- Transit: \$300

The IRS limits are indexed for inflation on an annual basis and may change from year to year.¹ Your employer may allow you to contribute more than the maximum IRS deduction limit; however, any deferrals over the limit will be deducted from your compensation post-tax.²

Q How do I access my account information?

You can view your account information through the PNC BeneFit Plus Consumer Portal at participant.pncbenefitplus.com or on the PNC BeneFit Plus Mobile App.³ You may also get your account balance and/or view transaction activity by calling the PNC BeneFit Plus Consumer Services at 1-844-356-9993.

Q How does the PNC BeneFit Plus debit card work?

Your card allows you to directly access the funds set aside in your QTA as well as any other tax-advantaged spending accounts you may have through your employer's benefit programs, such as the PNC Health Savings Account or Flexible Spending Account. The card accesses your separate parking and/or transit account funds at the point of sale when paying for qualified expenses.

Important Note: *You may not use your debit card to obtain cash at an ATM, obtain cash back with a purchase transaction or make purchases other than those for qualified transit expenses.*

Q Will I need a PIN?

Generally, you will not need a PIN to make a payment for qualified parking or transit expenses. If there is an option, select "credit" at checkout and sign for the purchase. If you would like to use a PIN with your card to make purchases where entering a PIN is allowed, you may obtain a PIN during the card activation process or by calling the number on the back of your card.

The IRS sets a limit on the pre-tax contribution amount per calendar month for parking or transit expenses.

Q What dollar amount can be accessed by my card once it is activated?

Transactions are limited to the amount of funds available in your account. If the card is swiped for an amount greater than the total of available funds in your account, the transaction will be declined. If the transit or parking expense exceeds the funds available on the card, the merchant may swipe the card for the exact amount available, then accept an alternate form or payment for the remaining amount.

You can view your account balance(s) by logging into your account at participant.pncbenefitplus.com or on the PNC BeneFit Plus Mobile App.³ You can also receive account information by calling PNC BeneFit Plus Consumer Services at 1-844-356-9993.

Q What are other payment or reimbursement options for parking?

If your parking expenses are unpredictable or if you don't have sufficient funds in your account when it's time to pay for qualified parking expenses, you can pay using an alternate payment method, then submit a claim to be reimbursed via check or direct deposit to your personal bank account.

Reimbursement claims can be submitted through the PNC BeneFit Plus portal, the PNC BeneFit Plus Mobile App³ or by mailing or faxing a Parking Reimbursement Request Form to the PNC BeneFit Plus Service Center. Completed forms submitted by mail should be sent to PNC BeneFit Plus Consumer Services, P.O. Box 2865, Fargo, ND 58108-2865. Completed forms submitted by fax should be sent to 1-855-628-5950.

Note: *IRS regulations require that all transit purchases through a qualified transportation account are made directly by using the debit card.¹*

Q What is the time frame for requesting reimbursement?

Requests must be received within 180 days of the date the expense was paid.

Q Do unused funds in my account expire?

Unused funds in the transportation accounts may be carried over from month to month. If you stop contributions to your card and remain eligible to participate, you may continue to use the card in order to exhaust the balance in your parking and/or transit account.

Q What happens to my accounts after my employment ends?

Your card will be deactivated when your termination of employment has been processed. You may submit receipts for any unreimbursed parking expenses incurred while you were employed in accordance with your plan's run-out period. Unreimbursed transit expenses are not eligible for reimbursement.



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Ready to Help

For more information:

- Visit www.pnc.com/pncbenefitplus/resources
- Call PNC BeneFit Plus Consumer Services at **844-356-9993**
- Contact your employer



1 To review annual IRS contribution limits for QTAs or information about qualified transportation expenses, please see IRS Publication 15-B or visit <https://www.irs.gov/pub/irs-pdf/p15b.pdf>

2 PNC does not provide legal, tax or accounting advice. Consult your tax advisor about tax benefits applicable to Qualified Transportation Accounts or other benefit accounts such as HSAs, FSAs or HRAs.

3 Standard message and data rates may apply.

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