

Premium Transit Benefits for Lake Forest College

About RTA Transit Benefit Fare Program:

Often called “transit’s best kept secret”, the RTA Transit Benefit Fare Program allows employees to use pre-tax deductions from their paycheck to pay for the purchase of transit fares— which will save them hundreds of dollars a year that they would otherwise have to pay in taxes. The RTA Transit Benefit Fare Program offers options to pay for fares on all the various transit agencies in the Chicago region and beyond.

Commuter Benefit Program Overview:

Commuting to work each day can be expensive. The transit benefit program offered by *Lake Forest College* will help you save money on your commuting costs along with the convenience of automated electronic fulfillment. RTA Transit Benefit Fare Program provides RTA FareCheck vouchers or the RTA Transit Benefit Prepaid MasterCard® with electronic loading for a number of transit authorities through an easy on-line enrollment and benefit management program. *Lake Forest College* is also committed to preserving the environment and reducing its carbon footprint and wants 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 RTA Transit Benefit Fare Program website (see [Registration is Easy](#) below), you will create an account and place orders for transit products. RTA Transit Benefit Fare Program will send your employer information about your selections and instruct them to deduct the proper amounts from your paycheck. First time applicants need to email ohman@lakeforest.edu to be added to the roster before attempting to register.

Ordering RTA Transit Benefit Prepaid MasterCard:

RTA Transit Benefit Fare Program is a regional service. Our long-standing relationships with transit authorities across the region enables us to provide electronic loading of RTA Transit Benefit Prepaid MasterCard. Once you have created your new account, hover over the “Place an order” tab and click on “transit.” A list of transit products and providers will display on the next page based on your delivery address zip code. Select a product from the “Search Result” box on the right.

RTA Transit Benefit Prepaid MasterCard for Transit: (RTA Transit Benefit Card) is a reloadable contactless prepaid card issued for the purchase of transit fares only and will be accepted at any qualified transit agency that displays the MasterCard®, Maestro® or NYCE® Acceptance Mark. Employees can use the RTA Transit Benefit Card at a station sales window, a ticket vending machine, or to make an online purchase. Employees can also use the card to fund a smart card issued by a transit agency (ie: Ventra) or a pre-existing transit account.

**A qualified sales terminal is a point of sale terminal that ONLY sells transit fare media accepted under IRS regulations. For example, if a sales terminal location selling transit fare media also processes transactions for*



food, beverages, vacation packages or tours than the card will not be accepted at the that terminal. Insure only transit fare media is available through the sales terminal.

PACE Vanpool:

A convenient solution that allows the employee's deduction to be deposited directly into their Pace Vanpool account.

Bicycle Vouchers

This voucher solution allows you to take advantage of the \$20 per month Bicycle Benefit, authorized by the IRS effective January 1, 2009.* Commuter Check for Bicycling vouchers can be ordered in any denomination between \$10 and \$20 and are accepted at participating bicycle shops and bicycle storage facilities nationwide! Use them as payment towards bicycles, bicycle equipment, repairs, and/or storage fees associated with your commute to work.

- **IRS Regulations stipulate that the Bicycle Benefit must be offered as an employer subsidized program and cannot be offered as a pre-tax deduction at this time. Also, if you are taking advantage of the bicycling benefit you cannot take advantage of the transit benefit in the same month.*

Your Transit Benefit Has Some Features You Need To Know About In Order To Take Full Advantage Of The Program:

- The program is monthly program; log in and place an order to be fulfilled on a monthly basis. **Orders must be entered by your order cut-off date, or last date to order. Your last date to order is indicated on the top right screen of your commuter benefits homepage**
- Changes must be made online before the cut-off date of the month for the following benefit month.
- If your order does not change from month to month, use the convenient recurring settings option to place your order automatically each month.
- Pre-tax deductions are allowed up to the limit set by Congress of \$130 per month for transit. Your company may allow for orders greater than the \$130 pre-tax cap. Please check with your administrator on whether this is an option.
- No retroactive changes may be made.

Online Account Registration Is Easy:

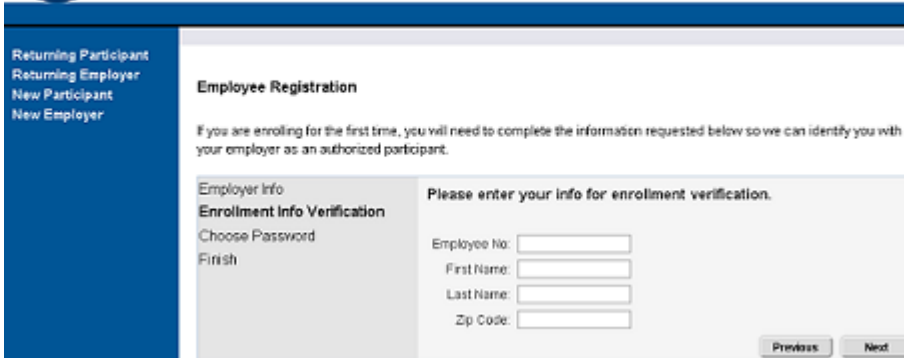
Follow these simple steps to get started.

Go to: <http://www.mytransitbenefit.com> *

From the main landing page, select Employees - Login. This will bring you to a new page. Select **New Participant** from the menu on the left of the page.

To register, you will need the following information:





Company ID: *[Company ID RCD1264]*

Employee Number: *[Employee # from Roster (Step 2) – this is your LF College ID number]*

First Name: *[First Name from Roster (Step 2)]*

Last Name: *[Last Name from Roster (Step 2)]*

Zip Code: *[Zip from Roster (Step 2) use 60045 – remember first time participants need to be added to the roster first by emailing Ohman@lakeforest.edu]*

All information must match your employer’s records at the time of eligibility; this information is used to authenticate you as a user in the system. So, if your employer’s records list you as James instead of Jim, you will want to enter James in the first name field. If you have any trouble with the process, please contact Customer Support at 888.782.1008.

Once you have entered this data, you will advance to another page where you are asked to enter your personal demographic information, set your password, and set your user name. Note that this is the information we will use to contact you about your orders.

Placing Your Transit Order Is Easy

1. Once you’ve logged into your account at www.mytransitbenefit.com, place your mouse over “Place an Order” then select either “Transit”, “Vanpool” or “Biking” to get started.
2. To the left is a list of product offerings. Select the radio button next to the product of your choice to continue.
3. Finally, after selecting the product you need, a popup window will appear. Enter the amounts and choose whether or not you would like your order to recur.

Recurring Options: This is a great option for those who do not want to revisit the ordering platform monthly to place their orders. You can now set each product on different reoccurring options.


If you do not wish to receive your order on a certain month, simply de-select that month and you will not be sent any products for that benefit month



Would you like to receive this order for multiple months? Yes No

Select the months for which you want your order to be processed. You'll only receive an order for those months.

Dec 2012 <input checked="" type="checkbox"/>	Jan 2013 <input checked="" type="checkbox"/>	Feb 2013 <input checked="" type="checkbox"/>	Mar 2013 <input checked="" type="checkbox"/>	Apr 2013 <input checked="" type="checkbox"/>	May 2013 <input checked="" type="checkbox"/>
Jun 2013 <input checked="" type="checkbox"/>	Jul 2013 <input checked="" type="checkbox"/>	Aug 2013 <input checked="" type="checkbox"/>	Sep 2013 <input checked="" type="checkbox"/>	Oct 2013 <input checked="" type="checkbox"/>	Nov 2013 <input checked="" type="checkbox"/>

Close Continue Checkout 

4. When finished simply select checkout!

Deleting Your Order:

In the event you want to delete your order, from the home page select the “X” of the product that you would like to delete; and select “ok”.

Important Registration Tips:

Username: Must consist of at least 6 characters (symbols are okay, spaces are not)

Password: Must consist of at least 6 characters

Contacting Customer Support:

Customer Support is available to assist you with registration, placing an order or any other questions or concerns you may have. Our skilled representatives are available Monday through Friday from 7:00 AM to 7:00 PM Central Time. You can reach Customer Support as follows:

By Phone: 888.782.1008

Email: help@mytransitbenefit.com

This RTA Transit Benefit Prepaid MasterCard is issued by The Bancorp Bank pursuant to license by MasterCard International Incorporated. The Bancorp Bank; Member FDIC. MasterCard is a registered trademark of MasterCard International Incorporated.

