

## **Pre-Tax Parking/Transportation Benefit 2010 Contribution Limits**

### Plan Highlights

- Employees may reduce taxable income by up to \$230/month for work-related parking and/or up to \$230/month for public transportation used in their work commute.
  - In the case of public transportation, the covered costs must be for travel between the employee's home and the work location.
  - In the case of parking, the cost must be work-related, and, therefore, must be parking that is on or near your place of employment or parking that is at or near the place from which you commute to work. However, in neither case may the parking be at or near your home.
- The program operates under monthly participation periods. Each participation period will begin on the first day of the calendar month and will last the duration of the calendar month. Employees must enroll by submitting a McClatchy Pre-Tax Parking/Transportation Enrollment form no later than the 10<sup>th</sup> business day before the start of the month. Elections automatically renew each month unless revoked or changed in writing by the employee before the 10<sup>th</sup> business day prior to the start of a month.
- Once the participation period begins, elections (or default elections) are irrevocable.

### Employer-Sponsored Parking

- Employees may pay for employer-sponsored parking through salary deductions. No claim forms are required.
- Parking payments are deducted from earnings before federal, state (if applicable), FICA, or FUTA taxes are assessed.
- Employer-sponsored parking elections will remain in effect until cancelled by the employee.

## Non-Employer Sponsored Parking/Public Transportation

- Employees contribute funds to an account on a pre-tax basis, and then submit claims for reimbursement of parking/public transportation expenses. Claims should be submitted using your personalized claim form provided to you by TASC. Claims can be submitted to TASC by fax at (608) 245-3623 or by mail to:

TASC/FlexSystem  
2302 International Lane  
Madison, WI 53704

- Employees must determine the monthly amount to be withheld from their earnings when they enroll in the plan. The amount will be deducted in relatively equal amounts from all applicable pay periods.
- Receipts substantiating expenses must accompany the signed claim forms. In cases where receipts are unavailable, the employee must include a signed letter explaining why a receipt was unavailable. Employees must specify the amount of the claim used for parking and the amount used for public transportation on the claim form.
- Quarterly statements with account balances will be sent to participants who submit claims under the non-employer sponsored parking/public transportation portion of this plan.
- In the event that a participant's account accumulates funds greater than the monthly limit, the maximum amount that can be claimed (reimbursed) for a calendar month remains \$230 for parking and \$230 for public transportation. Note: An employee can claim both parking and public transportation expenses for the same month. (Up to \$460/month = \$230 for parking + \$230 for public transportation.)
- Unused contributions will carry forward to the following monthly participation period, even if that period is in the following calendar year. If you are an active employee with an account balance and you have not had any pre-tax parking/public transportation deductions or claims for a period of six calendar months, your account balance will be forfeited.
- Any unused contributions will be forfeited following an employee's termination from the company. Contributions will be treated as unused if within 30 days of terminating employment the employee has not submitted reimbursable claims with respect to the account.
- TASC processes requests for reimbursements on a daily basis. Complete and accurate requests received by TASC prior to Noon CST will be processed that business day, with checks mailed or direct deposits initiated the following business day.