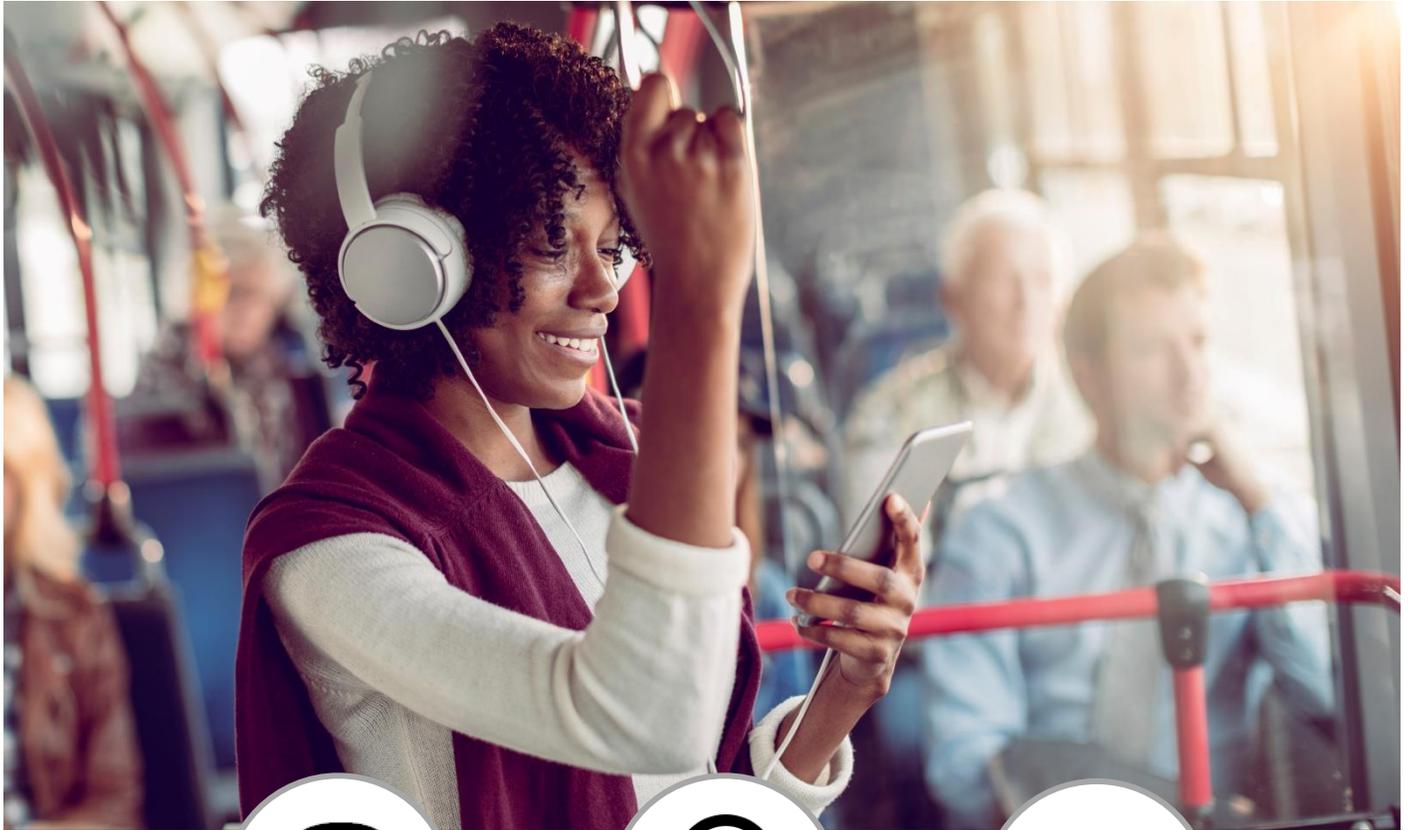




PENSION DYNAMICS
COMPANY LLC

Working together to build your tomorrow



Peralta Community College District
Section 132/Pre-Tax Commuter Expense Program
Employee Handbook

Valid for Enrollments on or After January 1, 2020



Do You Know?

Pre-Tax Commuter Expense Program

A Pre-Tax Commuter Expense Program is an employee funded commuter benefit in which you designate a portion of your salary before taxes to pay for eligible expenses (up to the IRS allowable monthly maximum).

Pre-Tax

Money under this program is deducted pre-tax and is excluded from your gross income; therefore, reduces your taxable income.

Eligible Expenses

An eligible expense in the form of qualified public transit, van pooling, or parking expenses. A complete list of eligible expenses is on page 4 of this handbook.

24/7 access

You have 24/7 access to your accounts through our secure online portal. We also have a mobile application – just search for “Pension Dynamics WealthCare” in your app store.

100% Control

You determine how much money you would like to contribute and how to use the expenses. Certain IRS rules apply.



Information Directory

www.pensiondynamics.com

DOCUMENT DESCRIPTION	DOCUMENT NAME	WHERE TO LOCATE
Account Registration and Participant Portal	Website Registration Instructions and Online Claim Submission	Refer to the last page of this document for instructions or access the URL: benefits.pensiondynamics.com A User Guide can be found on the above link under Resources/FSA Resources/FSA Forms and Online Resources
Eligibility Requirements	This Employee Handbook and Summary Plan Description	Once you log into your benefits account at https://benefits.pensiondynamics.com/ : Resource>Forms and Documents
Enrollment Instructions	This Employee Handbook	Once you log into your benefits account at https://benefits.pensiondynamics.com/ : Resource>Forms and Documents
Forms	Various Participant Forms	Once you log into your benefits account at https://benefits.pensiondynamics.com/ : Resource>Forms and Documents Or go to: https://www.pensiondynamics.com/resources/benefits/forms
Plan Details and Documents	This Employee Handbook and Summary Plan Description	Once you log into your benefits account at https://benefits.pensiondynamics.com/ : Resource>Forms and Documents



Pre-Tax Commuter Expense Program

About This Handbook

This Handbook is a brief description of the terms of the Pre-Tax Commuter Expense Program in common language designed to describe the highlights of the Plan, how it operates and how to receive the maximum advantage of the plan. It is not meant to replace the Plan Document or Summary Plan Description (SPD) which are on file with your Plan Administrator. If you would like a copy of either of these documents, please request one from your Human Resources (HR) Department. The Plan Document governs in the event of any discrepancy between these documents.

What is a Pre-Tax Commuter Expense Program?

A Pre-Tax Commuter Expense Program, also known as a Section 132 Plan (Plan), allows you to use pre-tax dollars to pay for your eligible expense in the form of qualified public transit, van pooling, or parking expenses. If you elect to participate by putting aside money from your paycheck, you will save Federal, State, Social Security and Medicare taxes on every dollar contributed to the Plan. Enrollment in the Plan will reduce your reportable income. Therefore your Social Security Benefits/Disability may be affected by your election; however, most will find that the tax savings far outweigh the potential negative impact.

Who can participate?

As an employee, you are eligible to participate in this Plan as of the first of the month following your date of hire. This Plan is only for reimbursement of your own commuting expenses, not those of your spouse or any other family members.

May I enroll in both Parking and Transportation plans?

Yes, as long as you have expenses that qualify under both Plans and as long as you do not exceed the Monthly Maximums for each account. Each account is tracked separately.

Why should I participate?

The Plan permits you to pay for eligible expenses with pre-tax dollars through salary reduction, rather than after-tax pay. Participation in this Plan allows you to pay less in taxes and have more spendable income. Below is an example of how you can save if you elect in these benefits.

Description	Without Commuter Program	With Commuter Program
Monthly Base Salary	\$3,000.00	\$3,000.00
Pre-Tax Transportation	(0.00)	(100.00)
Pre-Tax Parking	(0.00)	(150.00)
Adjusted Taxable Income	3,000.00	2,750.00
Federal Withholding*	(600.00)	(550.00)
State Withholding*	(150.00)	(137.50)
Social Security Tax*	(186.00)	(170.50)
Medicare	(43.50)	(39.88)
CA SDI	(36.00)	(33.00)
Subtotal	\$1,984.50	\$1,819.13
Expenses		
Pre-Tax Transportation	(100.00)	Paid by Plan
Pre-Tax Parking	(150.00)	Paid by Plan
Spendable Income	\$1,734.50	\$1,819.13

This is a savings of \$84.63 a month which equals a total savings of \$1,015.56 annually.

*Assumption of tax rates applied

For more specific information regarding how this Plan may benefit you, we encourage you to talk to your tax advisor.

How is my account funded?

When you enroll, you specify the amount you wish to have deducted from your salary each month for either Transportation and/or Parking Expenses. Your deductions will be taken monthly and credited to the appropriate account(s).

Remember to be conservative and list only the amount of expenses you are able to incur. These Plans have a “use it or lose it” clause and in some cases, unclaimed amounts will be forfeited back to your Employer.

What is an “Eligible” commuter expense?

“**Transportation Expenses**” are defined as expenses incurred for a pass, token, fare card, voucher, or similar item for transportation (a) on mass transit facilities including bus (for example MUNI), subway or BART, ferry, cable car, etc., or (b) in a Commuter Highway Vehicle (Vanpool) if such transportation is in connection with travel between your residence and place of employment. A Commuter Highway Vehicle is any highway vehicle with a seating capacity of at least six adults (not including the driver), and for which at least 80% of the mileage is for the purposes of transporting employees in connection with travel between their residences and their places of employment.

“**Parking Expenses**” are defined as expenses incurred to park on or near the business premises of your employer, or expenses incurred to park at a location from which you commute to work by (a) mass transit, (b) Commuter Highway Vehicle, or (c) carpool.

What is an “Ineligible” commuter expense?

Individual carpools, bridge tolls and taxi fares are not eligible for reimbursement through this Plan. Individual carpools include “casual” carpools at bridges and other public locations. Also, carpools you organize in your personal vehicle or expenses paid to park on or near your place of residence are not eligible for reimbursement.

What is the maximum qualified commuter expense benefit I may elect?

Your Plan allows you to contribute up to the IRS Monthly Maximum specified in Code Section 132(f). The current limits can be found in your enrollment materials or on our website: <https://www.pensiondynamics.com/irs-plan-limitations>

How do I receive my reimbursement?

To request a reimbursement, you may submit a claim with your eligible Transportation and/or Parking Expenses against the balance available in your account(s). A claim can be submitted electronically via our website at www.pensiondynamics.com or via our mobile app. The mobile app can be found by searching for “Pension Dynamics WealthCare” in the Apple App Store or Google Play. You can also visit <https://pensiondynamics.com/resources/claims-submission-process> for details. Please note the following:

- A separate claim will need to be submitted for each calendar month and each Plan you are submitting for. For example, if you would like to claim expenses from January and February for both plans, you will need to submit claims against January for Transportation, January for Parking, February for Transportation and February for Parking.
- Commuting Expenses cannot be reimbursed until the expense has been incurred. For example, expenses for the month of January cannot be reimbursed until January 1st has been incurred.
- You can only be reimbursed your current account balance. If you send in a claim for \$130 for expenses for January and you have \$100 deducted per month, we will reimburse \$100 once the January contributions are posted and the month has begun. The remaining \$30 of your claim will be reimbursed once additional contributions are posted to your account.

Get your reimbursement quicker by signing up for direct deposit! Direct deposit allows Pension Dynamics to send your reimbursements directly to your bank account. Your payment will post within 2 business days from the date issued. If you do not enroll in direct deposit, a check will be mailed to your home address on file. You can enroll in Direct Deposit by logging into your account on <https://benefits.pensiondynamics.com/> or fill out the needed form with your HR department.

How long do I have to submit claims for reimbursement?

If your employment terminates mid-year, either voluntarily or involuntarily, your coverage in this plan will terminate as of that date. You will have 90 days to submit claims incurred while you were an active employee.

Can I change my election?

Once executed, the agreement to reduce your salary will remain in effect until you submit a new Pre-Tax Commuter/Parking election stating a revised amount. If you are discontinuing the Plan, simply put \$0 as the elected amount. The requested change will be effective the first of the month following your submission. If there is no Pre-Tax Commuter/Parking election on file, it is understood that you have chosen to waive your participation in the Plan.

What If I overestimate my expenses?

If your reimbursement request was for *less* than your current account balance, the unused amounts will roll over and be available for future reimbursements. You may need to adjust your monthly deduction amount for the next coverage period in order to use up your surplus account balance. For example, if your monthly parking election (and anticipated monthly expense) is \$100, but you only incur \$75 worth of eligible parking expenses in January, you might want to change your election for February (prior to February 1st) to \$75 in order to use up the \$25 surplus from January. Then you may want to increase your election back to \$100 for March (prior to March 1st). At no time may you exceed the Monthly Maximums set forth in Code Section 132(f).

What if I underestimate my expense?

If your reimbursement request was for an amount that was *more* than your current account balance, the excess part of the reimbursement request will be carried over into the following month(s) to be paid out as your balance becomes adequate (subject to monthly maximums described above).

What is the privacy policy and who is authorized to obtain information regarding my account?

Your privacy is important to us and as a result, we have a strict policy in place to safeguard your account and your private information. Our Privacy Statement is available on our website: <http://pensiondynamics.com/sites/default/files/2018-11/Notice%20of%20Privacy%20Practices.pdf>

ADD ON OPTIONS OFFERED BY YOUR EMPLOYER

Debit Card

- You may request a debit card as a convenience to help pay for eligible expenses in the above-mentioned plans.
- The debit card will only work at authorized merchants as determined by the IRS, such as BART Station Kiosks or MUNI terminals. If the debit card does not work at the time of purchase (except for UberPOOL and Lyft Line), you can still submit a manual claim for reimbursement as long as it is an eligible expense and you have not met the maximum monthly limit determined by the IRS.
- When using the card with UberPOOL and Lyft Line, you will only be offered drivers with a full-size car that can carry at least 6 passengers. Please note that we are unable to reimburse any claim with Uber or Lyft as the only way to confirm the rides conform to the IRS regulations is via the IRA approved transit debit card.
- It is important to keep all receipts in case of an audit.
- Also, it is important to review the Cardholder's Guide and Policy for Disputed Point-of-sale Transactions. This can be found at <http://pensiondynamics.com/sites/default/files/2016-09/Cardholder%20Guide%20to%20Claim%20Policy.pdf> or by logging into your account. This document is critical if you have any unauthorized charges on the card.
- If a card is lost or stolen it is important to report it right away. You can do this by logging in to your account and selecting the Cards icon to open the card menu. You'll then select the card and mark it as Lost/Stolen. This will automatically re-issue you a new card to the address on file.
- If needed, you can access your PIN by logging into your account online. Once online, click the Debit Cards icon in the upper right hand side of the dark green border next to the gear icon. Once loaded, you will be able to see all of the cards under your account. Here you can click the View Pin text to see your PIN. Please note, the card is a MasterCard credit card, so there will be very limited cases where you would use this PIN for a transaction.



Pension Dynamics WealthCare Portal

Web Site Registration Instructions and Online Claim Submission via the WealthCare Portal

Claims can be submitted online at <https://benefits.pensiondynamics.com> or via our mobile application. The mobile application can be found by searching for “**Pension Dynamics WealthCare**” in the [Apple App Store](#) or [Google Play](#). Please note you must register and create a username and password in order to login to the Pension Dynamics WealthCare App.

Web Site Registration Instructions

[Click here](#) to register or go to:

<https://benefits.pensiondynamics.com/Page/Registration>

- Complete the registration form:
 - Choose a username (6-12 characters) and password (8-16 characters).
 - Enter the required demographic information.
 - **Your Employee ID is your Social Security Number (SSN) with no spaces and no dashes.**
 - Your Registration ID should be set to **Employer ID**, which is **PDCFB231**
 - Before clicking register, be sure to view and accept the terms of use.
 - After successfully completing the registration form, click Next (may take several seconds).
- Next you will set up your secure authentication, which helps ensure your account is secure and private:
 - To start, click the “**Begin Setup Now**” button.
 - Select four security questions and provide your secret answers. These will help you reset your password.
 - Verify your email address. Once complete, click “**Continue Setup**”.
 - Submit setup information. You will be asked to verify all of the information you have entered. After you’ve reviewed and confirmed the information, please click “**Submit Setup Information**”.
- A confirmation page will display showing the registration process has been completed. At this point, you can either 1) sign off, or 2) proceed to your account.

After registering, for all subsequent logins you can click the “**Log-In**” link in the upper right corner of the home page. You will be prompted to enter your username, two of your four security questions, and finally your password.

If you need assistance with the WealthCare Portal, visit <http://pensiondynamics.com/sites/default/files/2016-09/Employee%20User%20Guide.pdf> to download the Employee User’s Guide

Online Claim Submission

[Click here](#) to login to your account or go to:

<https://benefits.pensiondynamics.com>

- At the navigation bar at the top of the page, hover-over the “**Claims**” tab and click the “**Submit Claim for Reimbursement**” button.
- Once the Claims page loads, you will need to fill out your claim information. Do note, items with an asterisk are required. When complete, click the “**Next**” button.
- The system will then ask if you wish to add your claim documentation at that time:
 - If it is applicable to add a receipt file, please click the “**Attach Claim Receipt**” link. You will be able to drag and drop or browse for your documentation. Select “**Next**” when finished.
 - If you do not have documentation to upload, you may select “**Verify Later**” option.
- The system will then ask you to review the claim and acknowledge the certification text by checking the checkbox. Click the “**Submit**” button when complete.
 - **NOTE:** Once you submit your claim, you are no longer able to edit it. You would need to resubmit your claim if there is an error.

Mobile Claim Submission

- Once logged into the app on your mobile device, at the bottom of the screen, there will be a “Submit Claim” tile in green.
- Once the Claims page loads, you will need to fill out your claim information. Do note, items with an asterisk are required. When complete, click the “**Next**” button.
- The system will ask you to attach your claim document, if applicable. To add a receipt file, click the “**Attach Claim Receipt**” link. You will be able to browse for your documentation or take a picture. Select “**Next**” when finished.
- The system will then ask you to review the claim and acknowledge the certification text by checking the checkbox. Click the “**Submit**” button when complete.
 - **NOTE:** Once you submit your claim, you are no longer able to edit it. You would need to resubmit your claim if there is an error.

COMMUTER ENROLLMENT/REVISION

Effective: January 1, 2020 through December 31, 2020

INSTRUCTIONS: Complete the following Enrollment Form(s) to the best of your knowledge if you wish to participate in any portion of the flexible benefit plan. You may elect to participate in one or any combination of the benefits outlined below. After completion, please return the form(s) to your in-house Benefits Administrator for processing. Pension Dynamics will then set up your account within two (2) business days after receiving the completed form(s) from your employer. After your account is set up, please go to <https://benefits.pensiondynamics.com> and log in to your account per the instructions included in your plan handbook. If you do not have a copy of the handbook for this benefit, please contact your in-house Benefits Administrator or Pension Dynamics LLC directly.

Plan Name: _____

Example "ABC Company 132(f) Tax-Free Transportation Plan" If you are unsure about your Plan Name please contact your in-house benefits administration.

SECTION 1. EMPLOYEE INFORMATION All fields are required

_____	_____	_____	_____
Name	Social Security Number	Date of Birth	Male or Female Gender (circle)
_____		_____	
Address		Personal E-mail Address	
_____	_____	_____	_____
City	State	Zip Code	Personal Phone Number

SECTION 2. PLAN PARTICIPATION To terminate your participation in a benefit, please elect zero (\$0) for that benefit

Transportation Expense Reimbursement Account

I elect \$ _____ monthly.

I authorize my employer to reduce my salary on a pre-tax basis, **not to exceed \$270 per month**, to be used for the reimbursement of my eligible transportation expenses.

Parking Expense Reimbursement Account

I elect \$ _____ monthly.

I authorize my employer to reduce my salary on a pre-tax basis, **not to exceed \$270 per month**, to be used for the reimbursement of my eligible parking expenses.

SECTION 3. PARTICIPANT AUTHORIZATION Please read the section carefully

I understand:

The plan handbook has more detailed information and that I can request said handbook from my in-house Benefits Administrator at any time.

This election will go into effect the month after I submit this form to the appropriate in-house Benefit Administrator.

The election I have made will remain in place until I change or rescind by completing a new election form and submitting it to the appropriate in-house Benefit Administrator.

I will be using the benefit exclusively for my daily direct commute from home to work and the return commute.

I will not give, barter, exchange, convey, or otherwise transfer this benefit to any other person(s).

This plan will end if I am terminated mid-year and that I will have 90 days of said termination to submit claims incurred while I was an active employee.

My Social Security Benefits and/or Disability may be affected by this election.

And agree that false certification or fraudulent claims may result in disciplinary action taken by my employer, up to and including dismissal from employment and prosecution for Federal Income Tax evasion.

Employee Signature

Date