

# HANDOUTS

## from previous meeting

## April 21, 2009





## A Smoother Ride for Employees and Companies Alike

## **Everyday Savings that Work**

Section 132 (f) of federal tax law allows employees to reduce their commuting costs by up to 40%, while helping employers save 10% average on payroll taxes. Employees use tax-free dollars (subject to monthly limits) to pay for their commuting expenses, while you can provide this benefit to your employees as a substitute for taxable salary, as a supplemental benefit, or as a combination of the two, all while the environment is being spared.

### **Commuting Methods**

- Public Transit
- Parking
- Vanpool
- Bicycling

## Let Us Do the Hard Work

With Commuter Check Direct, you offset the burden of administration by having employees order their commuter benefit through our online platform. We mail their orders directly to their homes, thereby allowing for increased efficiency and decreased operational costs for you. Commuter Check Direct is best suited for medium and large employers, as well as companies with multiple locations around the country seeking a consistent and equitable program for all employees. Commuter Check Direct can be used as a monthly benefit, pre-tax salary substitute, incentive or bonus; it can assist an employee moving to a new location, or introduce new employees to commuting alternatives.

Commuter Check Direct is not only the best, but also the most affordable commuter benefit solution available.

## It's Made for You

- 10% average payroll tax savings
- Individual online ordering by employees
- Employer payroll support
- Dedicated account manager
- Marketing support to increase participation

## It's Made for Your Employees

- Up to 40% savings on commuting expenses
- Easy online ordering
- Convenient home delivery of orders
- Improved employee morale and lower absenteeism

## It's Made for the Environment

 Each employee that leaves their car at home reduces his or her carbon footprint by 1,310 tons of carbon dioxide – that's the yearly equivalent of electricity use in 157 homes!





## **Commuter Check Voucher**

- Redeemable anywhere transit parking or vanpool vouchers are accepted
- Valid for 13 months
- Available as an eCommuter Check in selected areas for online redemption

## **Specific Parking Solutions**

- With Direct Pay we pay the parking provider on behalf of your employees on a monthly or quarterly basis.
- Cash Reimbursement is offered upon presentation of receipts in a fully compliant and efficient way for employees that park on an occasional basis or park in multiple parking lots.

## Personalized Commuter Check Card Prepaid MasterCard<sup>®</sup>

- Personalized, re-loadable card
- Available for both Transit and Parking
- Ideal in markets where voucher acceptance is limited
- A fully compliant commuter benefit solution
- Can be used at transit agencies or designated transit and parking retail centers, can ONLY be used for the purchase of transit passes, transit tickets, fare cards, vanpool passes and parking expenses.

## Fare Media: Transit Passes/Smart Cards

 Our long-standing relationships with transit authorities across the nation enables us to provide transit passes and smart cards to Commuter Check Direct participants in selected cities.

## Set-up so easy, you'll be ready for tonight's commute

You can enroll online at www.commutercheckdirect.com. Monthly enrollment means you can join at any time.

Log on to enroll and submit a roster of eligible employees, using our convenient upload utility. Employees go to commutercheck.com where they enter user information and place their order. CCD provides a monthly order file for employee payroll deduction purposes and a funding report for payment.

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We collect payment and fulfill individual employee orders. Products are mailed directly to each employee every month, or can be managed and reloaded by Commuter Check.

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## Because commuter benefits is all we do, we do it well

Accor Services USA is the leading provider of tax-free commuter benefit solutions in the U.S. It's our mission to make tax-free commuter benefits a staple in employee benefits packages throughout the American workplace. Why? Because it gives employees options as it helps protect the environment. In the U.S., more than 300,000 commuters in both the public and private sectors are reducing their carbon footprint while receiving money saving, tax-free benefits with Accor Services USA. **Our sole focus on commuter benefits means that you get the personal attention and delivery you need to attain peace of mind.**  When signing up, you will receive a Welcome Kit that will help you roll out the benefit to your employees and ensure participation. This will arrive before you place your first order, and will guide you through the ordering process.

Learn more about how you can enhance your benefits package, give your employees better options, and have a positive impact on the environment

www.commutercheck.com
Tel: 800.531.2828
Email: sales@accorservicesusa.com

Accor Services USA 51 Water Street Watertown, MA 02472



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## You, Your Employees, the Environment: Everybody Wins

## **Everyday Savings that Work**

Section 132 (f) of federal tax law allows employees to reduce their commuting costs by up to 40%, while helping employers save 10% average on payroll taxes. Employees use tax-free dollars (subject to monthly limits) to pay for their commuting expenses, while you can provide this benefit to your employees as a substitute for taxable salary, as a supplemental benefit, or as a combination of the two, all while the environment is being spared.

## **Commuting Methods**

- Public Transit
- Parking
- Vanpool
- Bicycling

## Simple to Implement, Easy to Maintain

With Commuter Check Office, you place your bulk order online or by mail with a simple form, and distribute the vouchers directly to your employees. Commuter Check Office is designed for smaller companies, but it's a flexible program, easily tailored for any company's needs. It can be used as a monthly benefit, pre-tax salary substitute, incentive or bonus; it can assist an employee moving to a new location, or introduce new employees to commuting alternatives. It can also be an effective recruiting tool, help reduce turnover and promote a less-stressed, more on-time workforce.

Today, small businesses nationwide are making a positive difference for their employees, the environment, and their bottom line. Join in.

## It's Made for You

- 10% average payroll tax savings
- No integration or set up fees
- Convenient online ordering and payment
- No complex record-keeping
- Bulk ordering and delivery

## It's Made for Your Employees

- Up to 40% savings on commuting expenses
- Increased employee productivity
- Improved employee morale and lower absenteeism

## It's Made for the Environment

 Each employee who chooses to commute by means other than driving saves the environment an average of 1,310 tons of carbon dioxide--that's the yearly equivalent of electricity use in 157 homes.



## The perfect solution for every transportation need



## Commuter Check Card Prepaid Mastercard®

- Non-personalized, non re-loadable card
- Available for both Transit and Parking
- Ideal in markets where voucher acceptance is limited
- A fully compliant commuter benefit solution
- Can be used at transit agencies or designated transit and parking retail centers, can ONLY be used for the purchase of transit passes, transit tickets, fare cards, vanpool passes and parking expenses.



## **Commuter Check Voucher**

- Redeemable anywhere transit, parking or vanpool vouchers are accepted and valid for 13 months
- Available as an eCommuter Check in selected areas for online redemption

#### **Fare Media**

• Fare Media including transit passes, tickets and smart cards are also available in certain select cities. Ask us about it!

## Set-up so easy, you'll be ready for tonight's commute

You can order online at www.commutercheck.com or with a mail-in order form. Monthly enrollment is rolling means you can join at any time.



Determine your employees' needs for vouchers and Commuter Check Cards in various denominations and fare media, and deduct that amount from their pre-tax salary.



Place and pay for your order online or by mail – available nationwide.



Receive your Commuter Check products by UPS, and distribute to employees

## Because commuter benefits is all we do, we do it well

Accor Services USA is the leading provider of tax-free commuter benefit solutions in the U.S. It's our mission to make tax-free commuter benefits a staple in employee benefits packages throughout the American workplace. Why? Because it gives employees options as it helps protect the environment. In the U.S., more than 300,000 commuters in both the public and private sectors are reducing their carbon footprint while receiving money saving, tax-free benefits with Accor Services USA. **Our sole focus on commuter benefits means that you get the personal attention and delivery you need to attain peace of mind.**  A Welcome Kit will arrive prior to your first order, and it will guide you through the ordering process and help you roll out the benefits to your employees.

Learn more about how you can enhance your benefits package, give your employees better options, and have a positive impact on the environment

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## **Compliance, Monitoring, Prevention, Convenience**

We know that you are required to offer transit benefits to your employees; and that this task can be daunting, confusing, time-consuming and difficult to implement. Commuter Check has deep experience in working with federal agencies. Our goal is to provide solutions that address your needs and your concerns in regards to implementing transit benefits. Compliance with IRS rules and regulations and GAO guidelines are the cornerstone of our business. Our solutions and expertise will reduce costs and ease administration coupled with the highest quality service in a fully transparent and auditable system.

## **Commuting Methods**

- Public Transit
- Vanpool
- Bicycling

## Why choose Commuter Check for transit benefits?

- Over 18 years experience with Federal agencies in the National Capital Region or nationwide
- Single focus on administering transit benefit programs
- Our programs provide ease of administration and reduce costs
- Familiar with government purchasing procedures and cycles
- Accept ACH payments as well as convenience checks
- GAO and IRS compliant, CCR and ORCA registered
- Centralized billing and regional fulfillment available

## **Better for Employees**

- Convenient office or home delivery of transit benefits
- Variety of products including Commuter Check vouchers, prepaid cards, transit passes and smartcards
- Easy online ordering available with administrative oversight
- Improved employee morale and lower absenteeism

## **Better for Administrators**

- Option to self-administer or outsource to us for full administration
- Perfect solution for agencies of all sizes whether your agency is smaller with one location or spans across the country
- No integration or set up fees
- Convenient online ordering, invoicing and payment or individual online ordering by your employees
- No complex record-keeping
- Nationwide coverage
- Consistent high quality, personal attention and responsive customer service

## **Better for the Environment**

- In combination with supporting the Clean Air Act, making a point that all your employees are actively participating and utilizing their transit benefits will help you do your part for our environment.
- Consistent with plans to reduce congestion, improve mobility and carbon footprints.



## **Different Products for Different Needs**



## **Public Transportation**

#### **Commuter Check Vouchers**

- Redeemable for transit passes, tickets, cards, tokens and other fare media.
- Available in various denominations, they are accepted by virtually every transit agency nationwide.
- Electronic vouchers are also available and allow federal employees to redeem their transit benefit online and add value to their smart card.

#### Commuter Check Card Prepaid MasterCard®

This card is a fully compliant transit benefit solution, which can be used at Transit Agencies or designated transit retail centers where ONLY transit passes, transit tickets, fare cards, and vanpool passes are sold. This card is non-personalized and non-reloadable.

### Vanpooling

#### **Vouchers for Vanpooling**

 Federal employees that participate in qualified vanpools can use Commuter Check vouchers to pay their monthly fares by directly giving the vouchers to their driver or affiliated vanpool provider.

### **Transit benefits with Accor Services**

#### It's our only focus

Accor Services USA is the leading provider of tax-free transit benefit solutions in the U.S., and we have made it our mission to make these benefits a staple in employee benefits packages throughout the American workplace to help protect the environment. In the US, more than 300,000 commuters in both the public and private sectors are reducing their carbon footprint while receiving money saving, tax-free benefits with Accor Services USA.

#### Fare Media: Transit Passes/Smart Cards

- Thanks to our longstanding relationships with numerous transit providers across the nation, we can provide your employees with transit passes, tickets and smartcards as well as rechargeable smart cards.
- With this product option, we can mail these products directly to the employees and/or automatically load smartcards for various transit agencies -that means no more waiting in line for employees to buy their fare media!

### Personalized Commuter Check Card Prepaid MasterCard

 With the Personalized Commuter Check Card, employees can add additional funds to their card account through their employer sponsored benefit program, as well as view their balance and transaction history.

## Bicycling

#### **Vouchers for Bicycling**

It's never been so easy to be healthy and to be even more environmentally friendly. With the voucher for bicycling, federal employees who use their bicycle to commute to the office can use their transit benefit toward equipment purchases, bicycle purchases, repairs, and storage.

Our sole focus on transit benefits means that you get the personal attention and delivery you need to attain peace of mind.

#### Learn more about how Accor Services solutions can benefit Federal Agencies and their employees:

www.accorservicesusa.com	Accor Services
Tel: 800.531.2828	51 Water Street
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USA

02472



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## Introducing the Commuter Check Solution for Bicycle Commuters

Commuter Check for Bicycling<sup>™</sup> vouchers are the most convenient solution available to take advantage of the \$20 per month Bicycle Benefit, authorized by the IRS to begin January 1, 2009.

#### What are Commuter Check for Bicycling Vouchers?

Commuter Check for Bicycling vouchers are available through Accor Services' Commuter Check Office online ordering platform. Employers purchase them just like they do standard Commuter Check vouchers. They offer the same security and terms of use as standard Commuter Checks. Employees can take the vouchers they receive to any dedicated bicycle shop or bicycle parking or storage location to redeem their value.

#### Why do Employers Like Commuter Check for Bicycling Vouchers?

Commuter Check for Bicycling vouchers will allow employers to include commuters who bicycle to work without having to alter their current commuter benefit program structure. Bicycle vouchers can be ordered and distributed alongside vouchers for transit and parking.



#### Why do Employees Like Commuter Check for Bicycling Vouchers?

Commuter Check for Bicycling vouchers offer employees maximum flexibility: They can choose to either use their vouchers monthly to pay for bicycle storage between their commutes, or for on-going maintenance. They can also save them up towards payment for a new bicycle--vouchers are valid for 13 months.

#### Where Can I use the Commuter Check for Bicycling Voucher?

Currently Commuter Check for Bicycling vouchers can be used at participating bicycle shops and bicycle storage facilities nationwide. For a list of vendors and service providers visit www.commutercheck.com.

#### Where Can I get the Commuter Check for Bicycling Voucher?

They will be available nationwide in March 2009. Visit https://www.commutercheck.com/Order/ to place your order.



#### **Final** Conformity Statement through December 31 2008

#### ITEM #4

#### \*\*\*includes new plus maintenance companies

#### Employers with 100 or more employees

	July 1, 2005 through December 31, 2008 Level 3 Employers	July 1, 2005 through December 31, 2008 Level 4 Employers		Confirmed to Date including <100 Employers for Levels 3 & 4 (through12-31-08)	Amount Needed to Attain Goal for Levels 3 & 4	Goal to attain for new clines	Total Goals ***
Alexandria	5	2	3	10	0	10	21
Arlington	8	4	2	14	0	12	93
DC	5	4	5	14	0	10	115
Fairfax	21	8	1	30	0	20	61
Frederick	4	0	0	4	0	4	5
Loudoun	7	2	0	9	0	9	17
Montgomery	17	8	6	31	0	22	172
Prince George's	2	0	0	2	2	4	28
PRTC	7	0	0	7	0	7	15
Tri-County	1	0	0	1	0	1	4
Total	77	28	17	122	2	99	531

#### Conformity Statement through December 31 2008 Employers with less than 100 employees\*

	Level 3	Level 3	Level 4	Level 4	Counted toward Conformity
	Employers	# of employees	Employers	# of employees	
Alexandria	14	325	0	0	3
Arlington	7	209	0	0	2
DC	15	546	1	44	5
Fairfax	5	158	0	0	1
Frederick	0	0	0	0	0
Loudoun	0	0	0	0	0
Montgomery	36	506	5	95	6
Prince George's	1	88	0	0	0
PRTC	0	0	0	0	0
Tri-County	0	0	0	0	0
Total	78	1832	6	139	17

\* Companies that have less than 100 employees are added with other companies until the total is 100. This means that the number of employees is the determining factor, not the number of employers, but rather the number of employees.

#### **Draft** Conformity Statement through March 31 2009

\*this number includes new plus maintenance companies than 100

#### Employers with 100 or more employees

	July 1, 2005 through March 31, 2009 Level 3 Employers	July 1, 2005 through March 31, 2009 Level 4 Employers	July 1, 2005 through March 31, 2009 Levels 3 & 4 <100 Employers	Confirmed to Date including <100 Employers for Levels 3 & 4 (through 3-31-09)	Amount Needed to Attain Goal for Levels 3 & 4		Total Goals ***	TERM Counts FY08*
Alexandria	6	2	3	11	0	10	21	21
Arlington	10	5	2	17	0	12	93	118
DC	5	4	5	14	0	10	115	142
Fairfax	28	10	1	39	0	20	61	62
Frederick	4	0	0	4	0	4	5	2
Loudoun	7	2	0	9	0	9	17	10
Montgomery	19	7	6	32	0	22	172	100
Prince George's	2	0	0	2	2	4	28	17
PRTC	7	0	0	7	0	7	14	5
Tri-County	1	0	0	1	0	1	4	2
Total	89	30	17	136	2	99	530	479

#### Conformity Statement through March 31 2009 Employers with less than 100 employees\*

	Level 3	Level 3	Level 4	Level 4	Counted toward Conformity
	Employers	# of employees	Employers	# of employees	
Alexandria	16	344	0	0	3
Arlington	10	231	0	0	2
DC	17	574	1	44	5
Fairfax	5	158	0	0	1
Frederick	0	0	0	0	0
Loudoun	0	0	0	0	0
Montgomery	40	557	5	95	6
Prince George's	1	88	0	0	0
PRTC	0	0	0	0	0
Tri-County	0	0	0	0	0
Tot	al 89	1952	6	139	17

\* Companies that have less than 100 employees are added with other companies until the total is 100. This means that the number of employees is the determining factor, not the number of employers, but rather the number of employees.

#### ITEM #4