Transit Pass Program

OVERVIEW

Perimeter CONNECTS | Perimeter COMMUNITY IMPROVEMENT DISTRICTS

Sections

1 Timeline Key Dates

2 Products: What You Can Order

3 Monthly Ordering Process Guide

4 Troubleshooting

5 FAQ

Timeline

1st – 15th of current month	12th	15th	On or before the 20th	1st of upcoming month
Gather new activations, deactivations, and card reassignments. • Update your previous Benefit Report • You can also request additional Breeze Cards for your inventory.	Reminder email will be sent from Perimeter Connects.	Send your order: **transit@perimeterconnects.com** If the 15th falls on a weekend, please send it before the weekend.	A new Benefit Report will be sent for your review. • Please respond with any changes within 24 hours. • The Benefit Report will be used for invoicing.	Orders will take effect. Cards will become active.

Products

Our Partners receive a 20% discount on the MARTA Unlimited Monthly product by participating in the Transit Pass Program. All products must be loaded to a Breeze Card. Pricing with applicable discounts as of 07.01/2018:

Transit Agency	Pass	Price
MARTA	Unlimited Monthly	$76.00 (through the employer partner program, this is a 20% discount from the general pass which is $95 regularly)
	20-trip fare	$42.50
	10-trip fare	$25.00
	Replacement Breeze Card	$2.00
SRTA Xpress	Green Zone Unlimited Monthly	$90.00
	Blue Zone Unlimited Monthly	$125.00
	10-ride Green Zone	$25.00
	10-ride Blue Zone	$35.00

Monthly Ordering Process Guide

Updating your benefit report

1. Open the **Company Name_BR_MONTHYEAR** file
2. Resave it as **Company Name_Order_MONTHYEAR**
3. Make note of ALL changes in column G. There are six possible types of changes:
   - **New Participants:** Someone who has NEVER been in the transit pass program
     a. Add them at the **BOTTOM** of the list
     b. Type "New Rider" and include their name, email, Breeze card number, and the product
   - **Reactivations:** Someone who was participating previously, but stopped, and now wants to begin again.
     a. Add them at the **BOTTOM** of the list
     b. Type "**Reactivation**" and include their name, email, Breeze card number, and the product
   - **Deactivations**: Someone currently participating who does not want a pass in the upcoming month
     a. Locate them on the list and type "**Deactivate**"
   - **No Changes:** Someone who wants to continue receiving a pass for the next month.
     a. Leave cell blank
   - **Switching/adding products:** Someone who wants to go from a Monthly MARTA to Xpress, vice-versa, or add an additional product.
     a. Find them in the list and write "**Discontinue <x>/Activate <y>**" or "**Add <x>**"
     b. *Example: Discontinue MARTA monthly/ Activate Xpress Green 10 trip*
   - **Re-assignments:** Giving an old card to someone else (usually only if you collect cards from employees that have left the company).
     a. Locate the former person on the list and write "Re-assign"
     b. Add the new person's name and their email, and the product they want.

   * If you have no changes at all, please still create this file. When you email **transit@perimeterconnects.com**, just write in the body of the email, "**No changes**" and attach the file.

E-mail your Benefit Report (due on or before the 15th of each month)

4. In the body of the email, you can request additional Breeze Cards for your inventory.

Review your Benefit Report

5. A new Benefit Report will be sent for your review. Review your Benefit Report for these order updates and reach out with any questions within 24 hours.

Troubleshooting

Lost Cards Using your inventory of cards, issue them a new card and then email their name and Breeze card number to us so we can transfer the benefits. Cards can be replaced at any time during the month.

Cards Not Working This is an issue that can happen when the rider uses their card for the first time each month. Send an email to **transit@perimeterconnects.com** with their name, Breeze card number, and the issue (i.e. – "card not working at xx station or on bus"). Please do not have the rider reach out directly to us. We will submit a ticket to MARTA and will notify you once it has been resolved. Most issues are resolved within 24 hours.

FAQ

Roles and Responsibilities

- You are the liaison between Perimeter Connects and your employees – riders should not contact MARTA or Xpress directly. We receive discounted prices because we've agreed to take on most of the administrative work for MARTA and Xpress.
- Establish a system where participants can get you the information and relay it to Perimeter Connects.

Personal Inventory

Always keep an inventory of blank Breeze cards on hand. These cards have to be ordered through Perimeter Connects, and will be labeled with a gray "PC" on the back. This will be used for:

- **Issuing new cards to new participants each month:** you will put their Breeze card number on the order form so that we can enter them into the MARTA or Xpress system.
- **Replacing lost cards:** if a rider comes to you saying they've lost their card, you can immediately issue them a new card. Follow the process above.

Order cards for your inventory with your monthly order. It can take 2-3 weeks for MARTA and Xpress to get us these cards, so you will need to anticipate the number of cards you need for the next month.

- For example, if it is May 15th and you see that you only have 2 cards remaining in your inventory (after you've assigned new people their June cards) and you typically enroll 10 new participants each month, you will need to order new cards for your upcoming July participants.

Breeze Card and Products

- All products are electronic and uploaded to a Breeze Card.
- Breeze cards have a 5-year expiration date.
- They have balance protection through Perimeter Connects, so if they lose their card, we can transfer the benefits to a new card.
- Breeze cards are $2 a piece – you must decide whether or not you will charge employees who have lost their cards.
- MARTA trips do not expire. The MARTA monthly can only be used in that calendar month that it was purchased for.
- Riders must tap the card at the gate or kiosk within 30 days of activation to pull the benefits to the card. If they do not, the benefit will "fall off" – this is specifically for trips that don't expire. If the benefit does fall off, we can push it back on, but we have to submit a troubleshooting ticket. Please let riders know that if they have purchased trips, to use it at least once within 30 days. MARTA or Xpress can be put on their new card, but not cash.
- Cards MUST be used within 30 days of activation for the benefit to work.
- If a rider uses both MARTA and Xpress, they will need to purchase both products and have them on the same Breeze card for the free transfer from one system to another.
- If a rider has trouble with their card, please ask them to FIRST try checking their balance at the Breeze Vending Machine (located at all MARTA stations). This will often reset the product if there has been an error.
- We do NOT recommend that riders put cash value on Breeze cards they receive from you, because that value is not protected. If they lose this card, the product (MARTA or Xpress) can be put on their new card but not the cash.

Orders

- Any changes made on your order come into effect the 1st of the following month. Ex: For the May 15th order you submit, those card changes will begin June 1st.
- Cards stay active until you tell Perimeter Connects to deactivate them (on an order form).
- We can immediately de-activate a card—"hotlist" it—but that permanently decommissions the card on the spot. It can never be used in the MARTA or Xpress system again.
- When Perimeter Connects finish processing orders, we will send the Benefits Report to you. We strongly encourage that you review the report for accuracy as this will be your invoiced amount.



Anything else? Please feel free to reach out to us! We also have resources on our website at **PerimeterConnects.com/Connectors** to assist with rider recruitment and program promotion.

Ranja Adriamanana Transit@PerimeterConnects.com | 770-390-1788

Setting Up Pre-Tax Transportation Benefits

Perimeter CONNECTS | Perimeter COMMUNITY IMPROVEMENT DISTRICTS

Overview

Providing pre-tax transportation benefits allows employees to save real money on something they already pay for: Their commute to work. Commuters can use pre-tax funds for transit, vanpool, or parking costs. Employers also save on payroll taxes, particularly FICA, Social Security, and Medicare. They also gain a new employee benefit, which can help employee retention and morale. In cases where employers lease or own parking spaces for their employees, this program can also result in substantial parking cost savings.

Use this detailed guide to explore the different options for implementation of IRS code 132(f), or send this resource to your payroll department for assistance with implementation.

Description

There is a great benefit available to employers to help employees offset their commute costs. The program, established in 2001 by the IRS, known as section 132(f), enables commuters to pay for transit, vanpools, and/or parking costs pre-tax up to monthly limits set by the IRS.

As of January 1, 2025, maximum pre-tax amounts are:

- Up to $325 per month for transit and/or vanpool costs ($3,900 per year)
- Up to $325 per month for parking costs ($3,900 per year)

Setting up these programs is easy for businesses, especially since most administer far more complicated benefit programs (like healthcare). Most likely, your payroll department has implemented this program before. These programs are exempt from typical IRS regulations for benefits such as form filings, irrevocable elections, mandatory enrollment, etc. They are easy for an employee to manage as well, since they are modeled after other common flexible spending plans.

Program Setup

There are three ways employers can setup these programs for employees. The one that is right for you depends on the level of commute subsidy, or additional dollar amount provided toward employee commute costs, that you want to offer. Options include:

1. Employees pay 100% of their commute expenses with pre-tax funds. Employer pays no commuterelated benefits. This is the option for an employer that does not offset transit or vanpool costs in any amount.
2. Employer pays all commute-related benefits. Employees receive this program as a full paid benefit. For example, the employer can purchase MARTA passes at $95 per month and then provide that benefit to employees.
3. A mix of Options 1 and 2. Employer and employees share costs of commute-related benefits.

This tax benefit program is very flexible for employers. If you choose to purchase transit or vanpool products for your employees, you can purchase as much or little as they want, up to $325 per month. Using the $95.00 MARTA monthly pass as an example, an employer could provide $30 per month for transit fares as a tax-free fringe benefit for employees and still allow the employee to set aside up to $65.00 per month from their own paycheck ($30 + $65.00 = $95.00). The employer will realize federal tax savings for that employee, and the employee pays no income tax on the $65.00 set aside each month.

CALCULATING THE BENEFIT: How much can the benefit save your employee annually?

These tax savings really add up for an individual employee. Consider a typical employee who pays 22% federal tax and up to 6% in Georgia state and local taxes in each paycheck. This employee opts to take full advantage of the Option 1 benefit described above ($95 per month pre-tax withdrawal from their paycheck).

- **Step 1:** First, we figure out how much an individual pays in taxes.

Example: for an individual in the 22% tax bracket[1].

Tax		Tax Percentage
Federal Income Tax		22%
FICA	Social Security	6.2%
	Medicare	1.45%
Georgia State and Local Income Taxes[2]		6%
Total Tax		**35.65%**

- **Step 2:** Then, we use the Total Tax percentage from the table above (in this case, 35.65%) to calculate that individual's annual tax savings.

An employee's annual...

Tax	MARTA Pass
Travel Expense[3]	$1,140
Tax Savings (applying 35.65% to each expense)	$406

What this shows is that an employee in the 22% tax bracket could **save up to $406 per year** on transit or vanpool costs. In summary, for an employee who makes $40,000 per year and takes transit, these pre-tax savings are the equivalent of a **$406 raise** at no cost to the employer.

SET-UP TIPS

There are some specifics you should confirm before launching a pre-tax commute program, including:

1. Target the right level of benefit. Employees won't necessarily know how much to set aside from their paycheck each month, especially if they don't currently use transit or vanpools. You can help them by providing the costs of these transportation alternatives. The chart below provides details for Atlanta's transit provider pricing. This can help you and your employees determine the right amount to set aside each month.
   Make sure your recordkeeping system is in order. While this is a simple program to implement compared to most benefit programs, the IRS still requires you to do some recordkeeping. Be proactive and plan to keep records and documentation of the items listed in the Next Steps document.



Perimeter Connects offers the sale of discounted transit passes directly to Perimeter-area employers

1. For 2019, the 22% federal income tax bracket applied to single individuals earning between $38,701 - $82,500 and married couples earning between $75,900 - $153,100.
2. Assumed 6% combined state and local tax.
3. Assuming the pre-tax amount an individual will claim in 2019 for transit is $95/mo. ($1,140 annually).

Transit Agency	Pass	Price
MARTA	Monthly Benefit: Unlimited pass for the calendar month	$76.00 (through the employer partner program, this is a 20% discount from the general pass)
	Breeze Card (permanent card to beused with all fares)	$2.00
	2-trip/round trip fare	$5.00
	10-trip fare	$25.50
	20-trip fare	$42.50
SRTA Xpress	10-Ride Green Zone Pass	$25.00
	Monthly Green Zone Pass	$100.00
	10-Ride Blue Zone	$35.00
	Monthly Blue Zone Pass	$125.00

2. Make sure your recordkeeping system is in order. While this is a simple program to implement compared to most benefit programs, the IRS still requires you to do some recordkeeping. Be proactive and plan to keep records and documentation of the items listed in the Next Steps document.
3. Setup a simple communications plan. As the program matures, employees will likely want to add to or decrease their monthly contributions. Be clear in setting a policy as to when employees can modify their contributions. Each time you allow your employees to modify their contribution (e.g., every six months), let others know they can sign up as well.
4. Track the number of participants. It will be helpful to understand how your employees are taking advantage of this benefit.

Next steps: **Implementation: Discover How to start a transit pass program**

Start a Transit Pass Program

Perimeter CONNECTS | Perimeter COMMUNITY IMPROVEMENT DISTRICTS

Why a Transit Pass Program?

Commuter benefits are the next level of recruitment and retention tools that companies are providing to employees. A well-rounded commuter benefits offering is anchored by a transit pass program, which enables employees to order transit fare through your company, providing direct delivery of the passes to their desk or home. Employers have an influence over the habits of employees, including how they travel to work. Commuter benefits display a further commitment to employees' health and well-being, in addition to their work/life balance.

Program Overview

Perimeter Connects partners with MARTA (rail and local bus) and GRTA Xpress (bus routes from neighboring suburbs) to offer discounted transit passes to employers in the Perimeter market. Companies can also partner with a 3rd party benefits provider like **ADP**, **EdenRed Commuter Benefits Solutions**, or **WageWorks** for these benefits.

Through MARTA's partnership program, Perimeter Connects offers a 20% discount on the monthly MARTA fare. All other passes are sold at cost.

Transit Agency	Pass	Price
MARTA	Monthly Benefit: Unlimited pass for the calendar month	$76.00 (through the employer partner program, this is a 20% discount from the general pass)
	Breeze card (permanent card to be used with all fares)	$2.00
	2-trip/round trip fair	$5.00
	10-trip fare	$25.50
	20-trip fare	$42.50
SRTA Xpress	10-ride Green Zone Pass	$25.00
	Monthly Green Zone Pass	$100.00
	10-ride Blue Zone Pass	$35.00
	Monthly Blue Zone Pass	$125.00

Benefits of Pre-Tax Payroll Deduction

Your company can save on taxes by allowing employees to set aside pre-tax dollars to pay for transit. Instead of collecting cash or checks from employees, you can streamline the process. With minimal initial set-up, payroll deduction saves administrative time and payroll taxes for both your employees and the company with qualified transportation fringe benefits (Section 132(f) of the Internal Revenue Code). Employees can set aside up to $265/month for qualified transportation costs and employers can realize up to a 7.65% savings on payroll taxes.

Learn more about **Pre-Tax Transportation Benefits your company can offer**

Implementation Recommendations

Internal processes will be different for each company, but Perimeter Connects has identified a few best practices for the implementation of the transit pass program that can be applied to almost every company. Whether ordering through Perimeter Connects, or a 3rd party organization, consider the following steps:

1. Obtain management and administrative approval to offer this program to employees.
2. Identify an internal transit pass coordinator within company to submit monthly transit pass orders to Perimeter Connects via order spreadsheet.

   Transit Pass Coordinator(s) will be responsible for accepting internal orders: submitting orders to Perimeter Connects by email; triaging ongoing troubleshooting and replacement requests; communicating with payroll on employees eligible for transit passes versus parking; and managing inventory of Breeze cards.
3. Work with tax specialist to define appropriate record keeping measures. There is no written plan necessary for the IRS, nor do you have to get permission from the IRS to implement this program, but it is strongly recommended you keep records of the following:
   a. List of participating employees
   b. Enrollment/registration forms
   c. Authorization forms that allow employers to set aside wages for these products
4. Determine the level of benefit needed for each office location. Utilize a survey tool to ask employees about their commuting habits to help figure out what level of benefit is needed. Decide how much, if any, you are going to subsidize your employees' commute expenses.
5. Plan how you will distribute the benefit. There are many companies who specialize in administrating this type of program, including Perimeter Connects, ADP, WageWorks and EdenRed Commuter Benefits Solutions. Standard logistics considerations include:
   a. Will the employer automatically withdraw the employee's specified amount, pre-tax, from each employee's paycheck; or
   b. Will the employer fully purchase and then distribute the qualifying products (like transit passes) to their employees?
   c. Will the employer provide direct desk or home delivery of the transit passes; or
   d. Will the employer establish a central point of contact at which the participants can pick up their passes each month?
6. Update your company policies and personnel manuals, etc. to reflect the new benefit.
7. Create internal process for employees to place transit pass orders. Recommendation would be for employees to complete initial order form and submit via intranet to designated department.



Download Form: **Transit Pass Payroll Deduction Authorization Form**

8. Have employees complete a revised W-2 statement if they are choosing to withdraw money pre-tax. If employees are not going to withdraw any of their own money, a W-2 form does not have to be revised.
9. Implement your program and monitor its progress! Promote new transit pass benefits to employees via mass email or transit pass launch event.

Order Process Recommendation

Most transit agencies process bulk orders for the monthly cards, activated on a calendar-month basis, before the activation date of the card. Taking that administration into account, the recommended timeline below will ensure that your company achieves a seamless order process.

For example, for transit passes that will be used on the trains or buses starting August 1:

- **In June:** Conduct worksite assessment to determine feasibility of transit pass program at your site. Promote the transit pass benefit to all current employees, with upcoming timeline and order process.
- **Late June:** Transit pass coordinator will receive inventory of inactivate Breeze cards for employees.

- **July 11:** Employees complete August order form and submit to transit pass coordinator.
- **July 14:** Transit pass coordinator submits order form to Perimeter Connects. If there are any new participants, distribute cards internally to employees.
- **July 22:** Perimeter Connects processes all Perimeter orders within Breeze system.
- **July 23:** Perimeter Connects submits August invoice to company. Payment is due within 15 days.
- **August 1:** Fare is activated on employee cards. Employees already have these cards in their possession.
- **August 11:** Employees complete September order form with any changes (new activations or deactivations) and submit to transit pass coordinator.



Save Money On Your Commute

We are excited to partner with Perimeter Connects to offer employees discounted pre-tax transit passes. Take a minute to enroll and save hundreds of dollars a year.

Contact the benefits department to enroll in the program.



marta

- Unlimited Monthly: $76 (a **20% discount** off regular pricing)
- 10-trip fare: $25
- 20-trip fare: $42.50

Xpress

- Green Zone Unlimited Monthly: $100
- 10-Ride Green Zone: $25
- Blue Zone Unlimited Monthly: $125
- 10-Ride Blue Zone: $35



If you have questions about local transit service, please contact Perimeter Connects:

Perimeter
CONNECTS

transit@perimeterconnects.com