Using the Commuter Benefits Prepaid Mastercard® Check Card



What is the Commuter Benefits Prepaid Mastercard Check Card?

The MasterCard Commuter Benefit card is a convenient, secure debit card that's available for eligible transit or parking products. You may order the card through the online Commuter Benefits platform at www.flexdirect.adp.com. And, once you order the card, it will be automatically loaded with your commuter payroll deductions each month. That means you have the security of electronic funding and can purchase your Commuter Benefits products when it's convenient for you!



How Do I Use the Commuter Benefit Card?

The card can be used for eligible Commuter Benefits expenses, as outlined by Internal Revenue Service (IRS) regulations and your employer's plan. Your card will only work at eligible locations, which means you don't need to submit receipts. Cards are available for:

Transit Accounts: The Transit Commuter Benefit Card can be used at Transit Agencies, fare vending machines, kiosks and designated transit retail centers that sell <u>only</u> transit passes, tickets, fare cards, and vanpool passes. The card cannot be used at retail locations (gift shop, pharmacy, etc.) that sell products other than transit media. The purchase location also must accept Debit MasterCard for payment.

Parking Accounts: The Parking Commuter Benefit Card can be used at authorized parking facilities nationwide where Debit MasterCard is accepted as payment.

How Do I Order the Commuter Benefit Card?

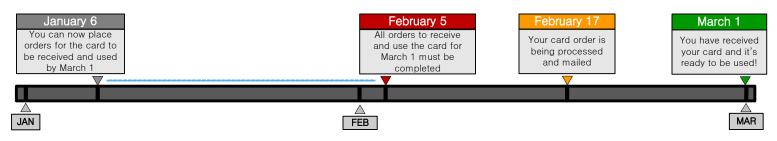
The Commuter Benefit Card can be ordered through the Commuter Benefits page at www.flexdirect.adp.com. Remember there is a separate card for Transit and for Parking, so be sure to order the card for the account(s) you need. To order your card:

- 1. Log into your account at www.flexdirect.adp.com
- 2. Go to your Commuter Benefits page and select the type of product you want to order: *Transit* or *Parking*.
- 3. Select your Greater Metropolitan Area (GMA) and then select *Commuter Check Prepaid MasterCard* from the list of providers.
- 4. Enter the value you would like loaded onto your card and provide some basic demographic information, which will be used to authenticate your identity.
- 5. Confirm your order information and account settings, review the card terms and conditions and click Purchase.

NOTE: The Commuter Benefit Card must be ordered in advance. Please refer to the sample timeline below to determine when to order your card and for which benefit month you may begin using it.

Sample Card Fulfillment Timeline

NOTE: The months shown are for a card to be received/used in March and are for illustrative purposes only. Your ordering month and timing may vary.



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