



QUALIFIED TRANSPORTATION

FLEXIBLE SPENDING ACCOUNT

THE QUALIFIED TRANSPORTATION (QTE) ACCOUNT CAN REIMBURSE YOU FOR QUALIFIED PARKING AND TRANSIT (INCLUDING VANPOOLS) WITH TAX FREE DOLLARS.

ELIGIBLE EXPENSES

- **Qualified Parking**

Expenses incurred by an employee to park their car on or near the business premises of their company and / or expenses incurred by an employee to park their car on or near a location from which the employee commutes to work.

- **Transit**

Expenses incurred for any pass, token, fare card, voucher or similar item entitling a person to transportation if such transportation is on mass transit or provided by any person in the business of transporting persons in a vehicle with a seating capacity of at least six adults (excluding the driver).

- **Vanpools**

Travel between the employees' residence and place of employment in a vehicle that has seating capacity of at least six adults and at least 80% of the mileage use of such vehicle is for the purpose of transporting employees to and from work.

YOUR STEPS TO SAVINGS!

- 1 REALIZE THE TAX SAVINGS**
You can set aside pre-tax money into an account to be reimbursed for eligible expenses. Savings will depend on your tax bracket. For example, if you are taxed at 25% and you enroll for \$2,400 you would save \$600 in taxes.
- 2 ESTIMATE YOUR EXPENSES**
Plan for your upcoming expenses. A brief list of expenses can be found to the right. As well, a comprehensive list of expenses and an expense worksheet can be found at www.flores247.com.
- 3 ENROLL AND MANAGE YOUR ACCOUNT**
Contact your Human Resource Department to find out how to enroll for this benefit. Flores will mail a custom Participant ID card to your home address. *Please do not discard this as you will need the information on your ID card to access and manage your account online.*

QUALIFIED TRANSPORTATION FAQs

FREQUENTLY ASKED QUESTIONS

HOW CAN I FILE CLAIMS?

You may file your claims at any time during the plan year, but they must be postmarked by the claims deadline indicated on your current plan year claim form. If you fax, upload or use e-receipt, it must be received by midnight EST on the annual claims deadline indicated on your current plan year claim form.

CAN I MAKE A CHANGE TO MY DEDUCTION OR STOP MY DEDUCTION MID-YEAR?

Yes, since the account is not subject to the IRS status change you may enroll, cease participation or make any changes to contribution amounts when permitted by your employer. Please refer to your QTE Account Company Policy Statement, found on www.flores247.com, to determine how mid-year changes are handled.

HOW MUCH CAN I BE REIMBURSED PER MONTH FOR EACH ACCOUNT?

This is based upon the current IRS monthly maximums for parking and transit. Please visit our website at www.flores247.com or call 800.532.3327 to speak with an Account Manager that will be able to assist you with the current maximums.

WHAT IF I AM NOT ABLE TO OBTAIN A RECEIPT TO SUBMIT WITH MY REIMBURSEMENT REQUEST?

If not receipt is available, you may complete and sign the Mass Transit / Parking Expense Affidavit form to acknowledge services rendered. The affidavit is located in the forms section of the website (www.flores247.com).

ARE VANPOOL EXPENSES ALLOWED?

Yes, under the QTE Account vanpool expenses are reimbursable. A vanpool refers to a vehicle seating for six or more adult passengers, excluding driver and requires that 80% of the mileage is to transport employees / participants to and from work.

WHAT EXPENSES ARE NOT ELIGIBLE UNDER THE QTE ACCOUNT?

Ineligible expenses include, but are not limited to, cab / taxi fare, mileage, tolls and business related travel.

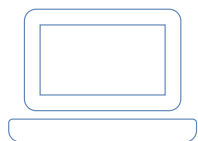
WHAT HAPPENS TO ANY UNUSED FUNDS AT THE END OF THE PLAN YEAR?

In some cases, as long as you continue to participate in the QTE Account, unused funds from the prior plan year may roll into the current plan year after the prior year claims filing deadline has expired. In other cases, unused funds not requested by the claims filing deadline will be forfeited. Please refer to your QTE Account Company Policy Statement to confirm how unused funds are handled by your employer.

WHAT HAPPENS TO MY QTE ACCOUNT IF I TERMINATE?

If you terminate or stop participating in the QTE Account, you may continue to file claims for eligible expenses that you incurred while you were actively participating in the plan. Eligible claims must be submitted by the claims filing deadline. Funds remaining in your account after the claims filing deadline expires will be forfeited.

HOW DO I OBTAIN MY ACCOUNT DETAILS?



WEBSITE

Visit www.flores247.com and log in using Participant ID or User Name and password



MOBILE WEBSITE

Visit our mobile website at m.flores247.com



INTERACTIVE VOICE SYSTEM

Dial 800.331.9610
Enter PID for your account details

PID & PASSWORD ASSISTANCE
Dial 800.840.7684

HOW DO I SUBMIT DOCUMENTS TO FLORES?

ONLINE

Visit www.flores247.com and upload scanned documents securely

MOBILE

Download e-Receipt smartphone app
Available for Apple or Android devices

MAIL

Flores & Associates, LLC
PO Box 31397
Charlotte, NC 28231

FAX

704.335.0818 or 800.726.9982

CUSTOMER SERVICE 1.800.532.3327