



AMERICAN BENEFITS GROUP

CLIENT INFORMATION FORM - MY COMMUTER CONNECT

Company Profile

Legal Name of Organization: _____ Broker of Record: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Executive Officer (signer): _____ Title: _____

Email Address: _____ Telephone: _____

Website URL: _____ Employer Fed Tax ID#: _____

of Years in Business: _____ Date Established: _____

State of Incorporation: _____ # of Years at Location _____

Affiliated Employers (list): _____ None

Organization Type (please check): Privately Owned Publicly Owned

Ownership Structure (please check): Principal Ownership Under 25% Principal Ownership Over 25%

Type of Incorporation (please check): Non-Profit Organization Government Agency
 Partnership* Sole Proprietorship* LLC (Limited Liability Company)*
 Sub-chapter "C" Corporation Sub-chapter "S" Corporation* Other _____

* Note: Subchapter S Corporation shareholders above the 2% level **may not** participate, but they may sponsor a plan for their employees. In addition, family members and close relatives of these shareholders **may not** participate. LLC, LLP and Sole Proprietors **may not** participate, but may sponsor a plan for their employees. However, if the spouse is a bona fide employee of the firm, he or she may participate and use the benefit for the entire family.

Type of Business (please check): Business to Business Business to Consumer
 N/A Government Agency N/A Non-Profit International Presence Yes

My Commuter Connect – Order Platform

Plan Options

Under Section 132 of the IRS tax code, an employer can allow employees to set aside a portion of their salary to pay for qualified parking and transit expenses. The employee will not be taxed on these amounts as long as they are used for qualified expenses and do not exceed the statutory monthly limits. **As of January 1, 2016 the IRS eliminated the option for cash reimbursement for qualified transit expenses.**

The name of the TPA that was previously administering the plan: _____

Set-up Transportation benefit? Yes No

Set-up Parking benefit? Yes No

First Month To Place Order: _____

Do You Offer a Subsidy? Yes No If Yes. Transit Amount _____ Parking Amount _____

Order Cut-off Date

The My Commuter Connect system has a cut-off of the 10th of each month for an employee to place orders for the following month. Example: December 10, 2017 for January 2018 orders. However, based on your payroll you may wish to choose an earlier date. Two days after your designated cut-off date you will receive an email with your total Funding amount as well as a link to the Comprehensive Payroll Deduction report. The **Long Island Rail Road** and **Metro North** passes have an earlier cut-off date of the forth of each month, so make sure employees plan accordingly.

Which day of the month would you like your Order Cut-off to be? _____

Will you be taking post-tax payroll deductions? Yes No

New Hires & Terminations

Terminations or new hires must be communicated promptly using our [Eligibility Template](#). Please include your employer code, which will be provided to your during your implementation. Email changes or new hires to processing@amben.com.

Employer Plan Administrators

ABG can provide access to the My Commuter Connect / WiredCommute system for Employer Plan Administrators.

There are two scheduled reports:

Comprehensive Payroll Deduction Report which is generated two days after your order cut-off date, designated administrators will receive an email alerting them to login and download the report.

Order Funding Report which will be emailed to designated administrators. This report shows the total order amount which ABG will draft from your bank account on about the 20th of each month.

		Authorized for access to the HR administration system?*	Receive Scheduled Reports?*
Primary HR:	Title:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	Tel:		
Contact:	Title:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	Tel:		
Broker Contact:	Title:	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	Tel:		

PARKING - CLAIM REIMBURSEMENT - WHERE APPLICABLE

IMPORTANT: Please note that when the bank account is initially set up there will be a pre-authorization transaction of \$1.00; this pre-authorization is a requirement to verify the account information. Debits will show as **M&I Bank, Med-I-Bank or MBI Benefits Inc** and the Company ID is **1383261866**.

Bank Draft Paired with Direct Deposit to Participant:

Parking claims will be reimbursed once a month, the funds will be drafted from your authorized bank account and will be directly deposited to the participant's authorized bank account. These drafts will display on the employer's bank statement on Wednesdays labeled as American Benefits Group Claim Pmt with a company ID of **9165530001**.

By signing below you are confirming that your bank will allow transactions made by American Benefits Group with **ID: 9165530001** labeled as: Claim Pmt .

Printed Name

Signature of Authorized Signer on Bank Account

Check Reimbursements:

In the event that all of your reimbursement account participants will not be providing Direct Deposit Authorization for parking claim reimbursements, you can agree to have ABG issue these reimbursements as checks. These checks will be issued from your authorized bank account using the signature of your authorized signer and available starting check numbers that you provide in section below. ABG provides the check stock needed for writing these checks, you may find a sample in the **Administrator's Guide**. In the case that an employee loses or destroys a check, American Benefits Group will contact you, it is the Employer's responsibility to stop payments on lost or damaged employee checks. Once the check payment has been stopped, ABG will issue the employee a new check.

An image of the signature entered in the box to the right, will be printed on all checks issued pursuant to this agreement. Checks will be issued using the following starting check number . . .

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Signature of Authorized Signer on Bank Account

Printed Name

Either the Company or the Client may terminate this agreement at any time by a notice in writing, mailed to or delivered at the last known address of the other party, and that any payments due at the date of such termination, or thereafter falling due, shall be payable by the Client in accordance its obligations as Administrator under its Reimbursement Plan(s).