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Benefits Management Division  
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Extended Office Hours: 7:30 a.m. to 5:30 p.m. on the following  
two Thursdays: November 6th and November 20, 2008.

City of Chicago  
Richard M. Daley  
Mayor

Steven J. Lux  
City Comptroller

# BENEFITS BULLETIN

October 31, 2008

## ALL ABOARD!!! ENROLL IN THE TRANSIT BENEFIT

Do you take CTA, Metra, or Pace on your way to work? Do you like to save money?

If you answered “yes” to both questions, then you should check out the City of Chicago’s employee benefit: the RTA/CTA Transit Benefit Program brought to you by WageWorks. This is your opportunity to pay for your public transportation commuting expenses through automatic, pre-tax payroll deductions. **Beginning January 1, 2009 you can spend up to \$120 per month and see your savings in the form of reduced tax withholding.** All it takes is a quick on-line order to get transit media mailed directly to your home. When you visit [www.wageworks.com](http://www.wageworks.com) and make your transit pass (or other transit media) choice, the rest is automatic. If you do not have on-line access, you can enroll by calling the WageWorks customer service team at 1-877-924-3967.

### HOW SOON CAN I SIGN-UP?

Enrollment is always open, so you can sign-up or make changes month to month. And because you can cancel at any time, unlike some other pre-tax programs, you don’t need to worry about spending your account balance by the end of the calendar year.

This is a two month ahead program. You can enroll at anytime. Your transit pass or other transit media choice will be mailed to your home approximately 2 weeks before your initial eligibility.

### ENROLL IN MINUTES

#### Sign up online:

Go to [www.wageworks.com](http://www.wageworks.com)  
Click “Sign Me Up!”

#### Or by phone:

Call 1-877-924-3967



SEE REVERSE SIDE

10/08

## WHY DO I HAVE TO WAIT TWO MONTHS BEFORE I CAN USE THE BENEFIT?

Once you make your transit election, there are a series of steps that need to take place before your transit pass or other transit media choice can be used:

- 1) Your order amount is transmitted from WageWorks to the City of Chicago. This triggers a deduction to be held on your next paycheck.
- 2) Once the transit funds have been collected from all employees, the City of Chicago relays those funds back to WageWorks to be used to fulfill the various transit media options. In order to have your pass sent to you, you must have sufficient payroll deductions withheld to cover the cost of your pass.

The whole process from transit election to payroll deductions to receiving transit media in the mail takes approximately two months.

The amount of your election will be withheld from your SECOND paycheck of the month after the order deadline. For example, the second paycheck deduction in January is for your March order.

Enrollment is always open. The deadline for new orders or changes is always the first of the month. This deadline is two months prior to the month you will use the benefit. For example, January 1st is the deadline for your March pass.

## WILL THE CITY OF CHICAGO MAIL MY PASS TO ME?

The City of Chicago will not mail transit media.

If you have an e-mail address, you are eligible to select the Chicago Card Plus option. Your card will be mailed directly to your home from the CTA. Money will automatically load on your card thereafter based on the monthly dollar amounts you select on-line at [www.wageworks.com](http://www.wageworks.com).

All other available types of transit media such as the Metra Monthly Pass, Metra 10-Ride Pass, CTA "Magnetic" Transit Card, CTA 30-Day Pass or RTA Voucher will be mailed each month directly to your home from WageWorks.

## WHO DO I CALL FOR MORE ENROLLMENT DETAILS?

For more information about enrollment, participation and eligible expenses, please visit [www.wageworks.com](http://www.wageworks.com) or call the WageWorks Learning Center to talk to a trained expert who can help you take advantage of the program at 1-877-924-3967. Representatives are available between 7 a.m. and 7 p.m.

**Frequently Asked Questions (FAQs) can be found online at [www.CityofChicago.org/benefits](http://www.CityofChicago.org/benefits)**