

Tax-Advantaged Commuter Benefits

Anyone who commutes to work knows how the costs of transit and parking can add up. Fortunately, Pentagon offers benefits that can help you save money on commuting expenses by helping you pay for them with pre-tax dollars.

What expenses qualify?

You may be able to use commuter benefits for carpooling expenses, public transit costs, driving and parking expenses, and even some bicycle costs. Get the full details from IRS Publication 15-B

How do I save?

With a commuter account, you can set aside pre-tax compensation in two categories – Transit and Parking. Transit includes qualified commuter expenses such as the use of mass transportation (train, subway, bus, commuter highway vehicle, transit passes). Using pre-tax dollars to pay for commuter costs reduces your taxable income, which reduces the amount of taxes you pay. The IRS sets the limit on how much money you can contribute each month. The monthly limit in 2026 is \$340 for Transit and \$340 for Parking. There is no "use it or lose it" rule and unused funds roll over at the end of a plan year. Funds may be forfeited if you leave the company.

How do I enroll or change my contributions?

You can enroll, cancel or update your contribution at any time by logging into <u>Paycom's Employee Self-Service</u> and navigating to Benefit Enrollment 2026. Please submit your request in the Paycom system at least 1 week before the pay date you want the change to take effect.

How do I access my funds?

If you are newly enrolled in a commuter benefit contribution, a debit card from Sterling Administration will be mailed to you to access your funds and to pay for expenses. Please allow 10-14 business days to receive your card. You may also download the Sterling Administration mobile app to review contributions, check balances, download tax statements, upload claim receipts, etc.

