

## Transition from TSA Card to Commuter Card—No Admin Fee

If you are currently in the TSA Program, and your deduction was \$89 on November 23, 2010, you will be transitioned to the Commuter Card—No Admin Fee.

### What does this mean for you?

- ✓ In early December, you will receive a WageWorks Commuter Card.
- ✓ Beginning in December payroll deductions of \$104 per month (or \$52 per biweekly payroll) will be sent to WageWorks to fund your Commuter Card.
- ✓ \$104 is the new MTA fare for a Monthly Unlimited MetroCard.

### What happens to the balance on my TSA Card?

- On December 5, 2010 your JPMorgan Chase TSA Card will no longer work and you will not have access to the website to check your balances.
- The City will transfer any remaining funds on your TSA Card to the new WageWorks Commuter Card by December 15, 2010.

### What do I need to do?

#### Step 1:

- ✓ Look out in the mail for your new WageWorks Commuter Card in early December.
- ✓ **Activate your Commuter Card.**

#### Step 2:

- ✓ Use your WageWorks Commuter Card to purchase MetroCards or other transit passes and tickets after deductions are taken on payday.

### Is there anything I should do to prepare for the new program?

- ✓ Your WageWorks Commuter Card will be mailed to the last TransitBenefit address you had on file for your TSA Card.
- ✓ Beginning December 1, you may update your Mailing Address, Email, and Phone in NYCAPS ESS. Go to ESS Personal Information to update your Mailing Address. Or you may have your TransitBenefit Coordinator update it for you.
- ✓ You may want to purchase transit passes with your old TSA Card before the cutoff of December 5 when your TSA Card will stop working.

### What else should I know?

- ✓ The City will pay the Administrative Fee of \$1.77 for you.
- ✓ If you use your Commuter Card at a vending machine, **select Credit** and follow the instructions. A Personal Identification (PIN) is not required for this card. If you are prompted for a zip code, enter the zip code on file at WageWorks.
- ✓ You may purchase any type of transit passes or tickets as long as you have funds on your card. Or you may supplement funding on your WageWorks Commuter Card with your own Credit Card by calling 1-877-WageWorks (1-877-924-3967) Monday to Friday, 8 a.m. to 8 p.m. When you call WageWorks, identify yourself as a City of New York employee.
- ✓ After the first payday in December, you may register on WageWorks website <http://getwageworks.com/nyc/> or call 1-877-WageWorks (1-877-924-3967) to check your balances and card activity.
- ✓ For security validation, you will be prompted for:
  - Last name on your paycheck
  - Month and Day of Birth (not year)
  - Zip code on file with WageWorks
  - Last four digits of your Employee Reference Number.
- ✓ Your payroll deductions will be posted on your WageWorks Commuter Card on payday.