



COMMUTEwell PROGRAM BENEFITS

Your COMMUTEwell Program Benefits Upon Retirement

Below are Frequently Asked Questions for employees who qualify for the City of Los Angeles Separation Incentive Program (SIP). For additional COMMUTEwell Program benefits information, please visit www.LACOMMUTEwell.com.

If I have a Transit and/or Parking Spending Account (TSA/PSA), what happens to the funds in my account upon my retirement?

Any funds remaining in a TSA/PSA are forfeited upon separation of service. However, for TSA only, you have up to 90 days following the date of separation to use the funds in your account for eligible expenses. Any funds remaining in a PSA are immediately forfeited as of the date of separation. If you are considering the SIP program, please update your TSA/PSA deduction immediately via the Benefits Central Portal at <https://www.keepinglawell.com/>. For additional questions about your TSA/PSA accounts administered by WageWorks, please visit WageWorks' website at: www.wageworks.com/employees/support-center/support-and-faq/commuter/.

Can I receive a refund of any remaining funds in my Transit and/or Parking Spending Account (TSA/PSA)?

Per Internal Revenue Code (IRC) regulations, any funds that you contribute through pre-tax payroll deductions to a TSA/PSA cannot be refunded.

What should I do with my parking pass if I'm planning to retire?

To ensure timely cancellation of your parking payroll deduction, please return your parking pass to either (a) the Employee Benefits Division, located at City Hall, Room 867; or (b) if you work at the Garland Building or Figueroa Plaza, to your parking coordinator or onsite parking manager. To make arrangements for returning your permit please email COMMUTEwell staff at LACOMMUTEwell@lacity.org or by calling (213) 978-1634.

If I'm participating in the Transit Subsidy Reimbursement Program, how will my final Transit Subsidy Reimbursement be issued to me?

Your final transit subsidy reimbursement payment will be mailed to your home. Please make sure to indicate your home address and date of separation on the Transit Subsidy Reimbursement form. You may submit your Transit Subsidy Reimbursement form and applicable receipts via email to LACOMMUTEwell@lacity.org.

If I'm participating in the Vanpool Program, how do I end my participation upon retirement?

Please complete the "30-Day Vanpool Withdrawal Notice" and send it to COMMUTEwell via gray mail at Mail Stop #621 or email it to LACOMMUTEwell@lacity.org at least 30 days from the last day you will ride on the van to ensure timely cancellation of your vanpool deductions. The "30-Day Vanpool Withdrawal Notice" is available on the COMMUTEwell program website at: <https://lacommutewell.com/vanpoolcarpoolprograms>.

Where can I get more COMMUTEwell Program benefits information?

Visit our website at www.LACOMMUTEwell.com or contact our office in one of the following ways:



Phone: 213-978-1634

Hours: Mon-Fri 8:00 am to 4:00 pm



Email: LACOMMUTEwell@lacity.org

Visit Online: www.LACOMMUTEwell.com

COMMUTEwell

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