Paying to Park at Your Transit Station? Use Pre-Tax Dollars to Reduce Your Costs

If you pay for parking as part of your transit commute, you can use pre-tax funds to cover those costs each month up to the federal limits. Orders must be placed, modified or cancelled by 11:59PM on the fourth calendar day of the prior month. For example, if you will begin using the pre-tax parking program in October, submit your order by 11:59PM September 4th.

Follow these steps to enroll through WageWorks, the CommuterChoice transportation benefit provider.

1. First, login to the WageWorks account through the CommuterChoice website using your Harvard Key credentials. If you are a new employee or are switching from a Harvard parking pass, you may not have immediate access to the system. Try again after 3PM on Friday when the weekly eligibility file is updated.

2. From your WageWorks dashboard click on ‘Enroll in Commuter’

3. Click on Park and Ride.
4. Choose the transit operator that you use for your commute. Click on a specific transit provider (e.g., Amtrak or a private bus company) if you park at their location or choose MBTA if you park at an MBTA station.

5. Once you select the transit agency, choose your station from the dropdown menu and click the next arrow. If you do not see the station where you will park, click I cannot find my station/stop. Note that for some private transit operators, this screen will not appear.

6. Next you’ll choose how you will pay for your parking from the following three options:
   a. Parking Commuter Card – this will load your pre-tax dollars onto a debit card each month that you use to pay each time you park.
   b. Pay Me Back - you choose the amount to set aside pre-tax each month for parking and then submit your parking receipts to WageWorks to claim your reimbursement as a separate check or deposit.
c. Pay My Provider – this sets up a direct payment of your pre-tax parking funds between WageWorks and the company that operates the parking facility you use; this option may be used if you park at the same facility every day and have the option to pay a monthly fee or hold a monthly parking permit.

7. Once you’ve selected your parking option, you’ll need to provide some information about the station or facility where you park. You can add more than one location for ‘Commuter Card’ and ‘Pay Me Back’ options for but ‘Pay My Provider’ you may only select one location.

8. Select the monthly deduction amount and frequency. Enter the amount of money you want to set aside each month to cover your parking expenses; keep in mind that monthly pre-tax parking elections are capped at the federal limit determined by IRS regulations. Contact CommuterChoice with questions about the pre-tax limits.

Once you have chosen the pass type, choose the order frequency. Leave the frequency set at ‘Every Month’ if you want the order to renew automatically each month. If you only want the pass for certain months of the year click on Manage Calendar and select the months you want the pass. Choose One Month Only if you only want to enroll for the upcoming benefits month, but not subsequent months.
9. Verify your information on the next two screens and confirm your order.

If you chose the Commuter Card option, you will receive the card in the mail the week before your first benefits month begins. If you chose the Pay Me Back option, you will begin to submit your receipts after the first day of your first month of enrollment through the WageWorks website or by using the EZ receipts smartphone app. If you chose the Pay My Provider option, the payment will be delivered from WageWorks to your parking facility before the first day of each benefits month.

If you have any questions about the process please call WageWorks at 877.924.3967 (use the last 4 digits of your HU ID) or contact the CommuterChoice office at 617-384-7433 or commuterchoice@harvard.edu.