2016 Commuter Benefits Program
Do you commute? Chances are you can save big on taxes.

Train. Bus. Subway. Vanpool. Parking your car at the station. However you ride, the Commuter Benefits Program — sponsored by Tufts University and brought to you by Crosby Benefit Systems, Inc. (Crosby) — lets you pay for your eligible commuting costs through automatic, pre-tax payroll deductions.

The more you spend, the more you save on your taxes. All it takes is a quick online order to get your pass delivered to your home every month and set up direct, automatic monthly commuter payments.

Please note the following important information:

1. This program is administered through Crosby.
2. You must enroll by the 4th day (at 11:59 p.m.) of the month prior to the month you want to start receiving your pass. For example, you must enroll by April 4th to receive a pass for May.

   NOTE: Exception for new hires or newly benefits eligible; if you were hired or became newly benefits eligible after the 20th of the month, you may not be able to enroll by the next cutoff period.
3. Deductions are taken in the month prior to the effective date of your pass. For example, deductions for May passes will be taken from your paycheck in April.
4. For employees paid on a weekly basis, payroll deductions will be taken in the 3rd paycheck of the month prior to the pass month.
5. For employees paid on a semi-monthly basis, the deductions will be taken out of the 1st paycheck of the month prior to the pass month.
6. The Commuter Program with Crosby allows you to pay for all or part of your commuting expenses with “pre-tax” dollars.

   Please Note: The IRS limits for the 2016 calendar year are as follows:
   - Parking Pre-Tax Limit - $255 per month
   - Transit/Vanpool Pre-Tax Limit - $255 per month

   If your monthly commuting expense exceeds the pre-tax limits, the remainder of your expense will be deducted from your paycheck on an “after-tax” basis.

   NOTE: On-campus parking through the Tufts Public Safety department or TNEMC is not part of the Crosby program. Tuft University already provides pre-tax advantages for these parking fees.

Enroll in minutes
There’s no annual open enrollment period, so you can sign up or make changes whenever you choose. Just go online at www.mycrosbybenefits.com, choose your transit pass, parking provider, or both, and the rest is automatic. And because you can also cancel at any time before the monthly cutoff (the 4th of each month prior to the pass month), unlike some other pre-tax programs, you don’t need to worry about spending your account by the end of the year.

Questions: Call Crosby at 800-462-2235 Monday through Friday, from 8 a.m. to 6 p.m. Eastern Time or email them at servicecenter@crosbybenefits.com.

Please note: To register as a New User, you will be required to set up a User ID (using your email address) and Password on the Crosby website. You will need to provide your Tufts Employee ID number, not your Social Security Number, to create your New User Account.

Please contact Tufts Support Services at 617-627-7000 with any general questions about this program or with any questions regarding payroll deductions.