

Save money on your monthly work related parking expenses when you enroll in a pre-tax Parking Plan!



What is the Parking Pre-Tax Plan?

The pre-tax Parking Plan enables you to save taxes on the money you use to pay for work-related parking expenses by setting aside pre-tax dollars into a special designated account. Depending on your tax bracket, you could save up to 40% on state, federal and FICA taxes.

How Does It Work?

Estimate the money you expect to pay for parking costs and have that dollar amount withheld from your paychecks pre-tax each month. The money you elect to be withheld from your paycheck is credited to an account in your name that is used to pay for your parking or transit expense.

For Example:

Let's assume you spend \$100.00 per month on parking expenses at work. This expense is inevitable for you because you drive to work every day. The average person's tax bracket is about 30%, meaning they have to make \$143.00 in income to be able to take home \$100.00 as disposable income after tax deductions have been made.

By signing up for the Parking Plan, \$100.00 will be withheld from your paychecks over a month-long period pre-tax, so you never have to pay the state, federal and FICA taxes on your parking expenses! If you fall within a 30% tax bracket this will save you \$30 every month!

See reverse side for more plan details!

PLEASE NOTE: if you term employment, unused parking amounts are forfeited. You can submit parking claims for eligible expenses incurred while actively employed.

Parking Claims

Choose from one of the options below to submit a claim for reimbursement.

P&A GROUP MOBILE APP

Download our mobile app from the App Store or Google Play and log into your account. Once logged in, go to the menu and tap Upload Claim/Documentation to submit your claims.



QUICKCLAIM

Instantly submit claims from your smartphone. Log into your account from your mobile device by selecting Account Login and follow the prompts on your screen.

ELECTRONIC CLAIM UPLOAD

Upload claims when you log into your account at padmin.com. Click Upload Claim/Documentation under the Member Tools tab.

FAX OR MAIL A CLAIM

Claim forms are available in your account at www.padmin.com.

FAX: (877) 855-7105

MAIL: P&A Group

17 Court St. Suite 500
Buffalo, NY 14202



P&A Group Benefits Card

If you enroll in this plan, you will receive a debit card that can be used to pay for your parking expenses. Employees who enroll in the Flexible Spending Account (FSA) and the Parking Account will receive one debit card for both accounts.

Parking Claims Reimbursement

Typically, you will be reimbursed 3-5 business days after P&A receives the claim as long as there are funds available in your account. You will receive a reimbursement check but you have the option to sign up for direct deposit reimbursement. Direct deposit is recommended because it provides the fastest reimbursement! Log into your P&A account to sign up for direct deposit today.



Maximum Pre-Tax Contribution Amounts

The IRS issues monthly maximum contribution amounts, which are subject to change and usually do once a year. For 2023, the maximum amount of pre-tax parking reimbursement that you can receive is \$300 per month.

If the cost of your parking increases or decreases, you can change the amount of your salary withholding for parking each month, with any change you make becoming effective with the first pay period beginning on or after the following month.