

Helpful Tips for Filing a TRANSIT ONE_{SM} Request for Reimbursement:

1. Complete, **sign**, and **date** the front side of this form. Failure to complete **all** areas can result in a delay in processing and claim reimbursement. **Note:** All fields must be filled in completely; do not indicate “See attached” in any field.
 2. **Do not** submit transit or parking claims until **after** services are rendered.
 3. Please attach a legible receipt or itemized bill showing all information listed in the above boxes. Bills showing only payment received, balance due, or previous balance are not acceptable.
 4. The service provider’s (parking facility or Mass Transit Authority, as applicable) signature in the Provider’s Certification area may be substituted for a receipt.
 5. Most participants have 90 days from the end of the Plan Year to submit claims with dates of service within the Plan Year. Check with your employer to learn more about late claim submission.
 6. Note: Checks will not be written for less than \$15. Requests for less than \$15 will be applied to future requests.
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FAX completed Request for Reimbursement Forms to: (706) 596-3477.

Note: Please allow 48 hours for the receipt of your fax.

Mail completed Request for Reimbursement Forms to:

AFLAC Administrative Services
TRANSIT ONE_{SM}
1932 Wynnton Road
Columbus, GA 31993-9615

For questions, call: (800) 323-5391.

General IRS Eligibility Guidelines:

To qualify for reimbursement from transportation benefit accounts, expenses must be incurred during the Plan Year for which you are requesting reimbursement and during the employee’s eligibility period if the eligibility period is not the same as the Plan Year.

1. Qualified Transit Expenses:
 - Reimbursements must not exceed the monthly amount as specified by IRS regulations.
 - Carpooling and vanpooling expenses are not covered.
 - Transit expenses are only covered when incurred while the employee commutes to and from work.
 - Transit expenses may include vouchers or transit passes purchased for transportation on a bus, subway, train or ferry.
2. Qualified Parking Expenses:
 - Reimbursements must not exceed the monthly amount as specified by IRS regulations.
 - Parking expenses are only covered when incurred near or at the place of business or near a location from which the employee commutes to work by mass transportation.