



TotalBen Commuter Card Contact Form



Company Contact Information

Company Name		Order Date	
Last Name	First Name	Title	
Street Address	City	State	Zip
Phone Number	Email		
FEIN (Tax ID)	Payroll frequency <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Bi-weekly (26 cks) <input type="checkbox"/> Weekly <input type="checkbox"/> Other	Next Check Date	

Placing an Order

Dear Client,
Utilizing the debit card does require attention to our schedule. Please note the work-flow and the cutoff dates so you and your staff can enjoy this benefit:

- 1 **New Employers** complete the Commuter Debit Card Employer Contact Form as early in the month as possible and submit it to
eMail: CardServices@TotalBen.com **FAX:** (718) 535-7073
- 2 Employer will receive an eMail providing the web-portal address along with credentials.
- 3 Employer first add employee demographics via the web portal and then enrolls employees in a plan, also via the web-portal.

Enter Census & Enrollment Information into the Portal: totalben.lh1ondemand.com

Note: Employees that are already participating with no changes will automatically be re-enrolled each month. No need to do anything else. They will **not** receive a new card each month. The existing card will continue to work and will auto-fund each month.

- 4 New employee enrollments or existing employee changes must be updated via the web portal by 13th of the month, effective for next month.

NOTE: All first-time enrollments must be completed by **13th** of the month in order for employees to receive cards by the 1st

- 5 Invoices are emailed to employers about the 15th of every month. They are due upon receipt. Employer pays TotalBen invoice by Check or Debit ACH (see separate form).

Make checks TotalBen LLC
payable to: P.O. Box 100496
 Brooklyn, NY 11210

(Credit card orders are possible, but instead of the discounted fee of 3.5% the monthly funding fee will be the full 6.4%)

- 6 All payments must clear by the **21st** of the month. Unpaid invoices will result in the deactivation of all employee debit cards.
- 7 All cards active in the prior month automatically reload.
- 8 New Employees receive TWO cards at no cost.
Replacement of lost, stolen or discarded cards cost \$5.00
- 9 Employer may update the web-portal for non-contributing employees no later than the 21st in order to avoid paying the \$1.25 PPM fee

For questions or assistance with your order please contact TotalBen at: 718-535-7075
or at totalben.lh1ondemand.com or via email at CardServices@TotalBen.com

For a complete list of our services, including other types of employee or executive benefits and all forms of insurance (group or individual), please visit our website at:

www.totalben.com/services/

Details about Recurring Orders

Your employee debit card funding automatically renews each month. To add new employees, change employee detail (including enrollment and other census data) or to terminate an employee, please use the online Employer Portal at:

<http://TotBene.LH1onDemand.com>

If an employee is inactive, please utilize the web portal to make the enrollment \$0.00, prior to the 21st of the month, so that only the \$1.25 fee will apply.

Enjoying the tax-favored benefit...

Offering a Commuter Benefit is often profitable for businesses in a metro area. It permits you to offer a tax-favored plan in the form of a transportation fringe benefit. Receipts or an affidavit are not required when offering a debit card. To have your firm and its employees benefit from this tax-favored plan:

1. Have your employees designate the amount of their pre-tax salary they want to deduct for transit and/or parking (up to **\$130** for transit and \$250 for parking may be deducted pre-tax each month for **2015**).
2. Deduct the designated amount from each employee's salary on a pre-tax basis.
3. Your company does not pay matching FICA on this amount - this is where the company may realize a savings too!
4. Enroll the employee for the designated amount, via the web portal.
5. Advise first-time employees that they will be receiving cards via USPS. Cards will automatically reload each month with their pre-tax payroll deductions. They should be told NOT to discard these cards each month.

If your firm is offering the debit card in addition to the employees' regular compensation - as a fringe benefit, reward or incentive - no payroll deduction is necessary.

Why not ask TotalBen to assist you in other benefit plans?

We at TotalBen are pleased to announce several exciting developments which have enhanced our client-service capabilities. TotalBen has recently forged strategic alliances with two leading edge financial corporations with whom we now work hand-in-hand to deliver an expanded array of benefits and the highest caliber of service.

We are delighted to have joined forces with Price, Raffel & Browne, located at Park Avenue South in New York City. PRB has earned acclaim as an innovator in creating financial strategies that achieve sound results. We currently offer a spectrum of services. These include:

- | | | |
|--|-------------------------------|---|
| ✓ Transportation Fringe Benefit
- mass transit & parking | ✓ Health Insurance | ✓ 401(k) |
| ✓ Cafeteria Plan | ✓ Dental Insurance | ✓ Pension and Defined Benefit |
| ✓ FSA (Flexible Spending) | ✓ Life Insurance | ✓ Profit Sharing |
| ✓ Tuition Reimbursement | ✓ Disability Insurance | ✓ Estate & Retirement Planning |
| | ✓ Long-term Care | ✓ Workers Compensation & DBL |

TotalBen has also allied with a P&C firm to add all forms of property, casualty and liability insurance to our portfolio of client services. Our firm also has relationships with local payroll companies with competitive rates.

We hope that you would enjoy the added convenience and decreased cost of consolidating all benefits and financial services beneath the umbrella of a single provider. TotalBen looks forward to assisting you in customizing a package that would best suit your needs and maximize the return on your investments.

Call us at 718-535-7075

Thank you for your order! We appreciate your business.