

The Parking Benefit Plan allows you to pay for Eligible Parking Expenses on a before-tax basis. By paying for expenses on a before-tax basis, you reduce your income for the purpose of state, federal and Social Security taxes. Enrollment in the Parking Benefit Plan is optional. **Please note that the Employer reserves the right to amend or terminate this Parking Benefit Plan at any time and for any reason.**

**WHO IS ELIGIBLE FOR THE PARKING BENEFIT PLAN?**

**Active Employees**

All regular employees of Brookhaven Science Associates, LLC (the "Employer") who work at least 20 hours per week are eligible to participate in the Parking Benefit Plan on the first day of active employment.

An employee is a "regular employee" if he/she is classified and treated for federal income tax purposes by the Employer as a regular full-time or regular part-time employee of the Employer (as opposed to a temporary, seasonal or casual employee, intern, independent contractor or consultant, agency worker or leased employee), even if the Employer's classification is later determined to be incorrect.

**Ineligible Employees**

The following employees are not eligible for the Parking Benefit Plan:

- Employees who are resident undocumented aliens; and
- Employees whose terms of employment are covered by a collective bargaining agreement to which the Employer is a party, unless the collective bargaining agreement provides otherwise.

**ENROLLMENT**

Eligible employees may enroll in the Parking Benefit Plan at any time.

To enroll, you must complete an enrollment form and indicate the amount you want to contribute to the Parking Benefit Plan. Enrollment forms are available through the BSA Benefits Office. By completing the form, you will authorize an annual salary reduction amount. During the Open Enrollment Period, you may enroll online. Your actual contributions will be made from your paycheck in equal monthly or weekly installments depending on your pay status.

Coverage begins on the day you elect it on the enrollment form and submit it to the BSA Benefits Office.

**Open Enrollment Period**

Open enrollment is held once a year. During the Open Enrollment Period, you may elect your contribution amount for the following calendar year. Coverage will not automatically carry forward from year to year. You must elect coverage during the Open Enrollment Period for the following calendar year

Your election during the Open Enrollment Period will be effective January 1 of the following calendar year.

### **Changes in Contribution Amounts**

The amount you elect to contribute to your Parking Benefit Plan Account will remain in effect until you make another election and either change the amount you are contributing, terminate the Account or until the end of the calendar year. Your elections can be changed at any time.

## **PARKING BENEFIT PLAN COVERAGE**

### **Benefits Provided**

You can use the Plan to reimburse yourself for eligible parking expenses (such as garage, parking lot, commuter lot or metered parking expenses related to your commute to and from work) with before-tax dollars. Estimate the amount you expect to spend in the coming year on parking expenses. Then to cover these costs, you contribute to your Account through automatic salary reduction. Throughout the year, you draw money out of your Account and reimburse yourself for the parking expenses as you incur them.

### **What Parking Expenses are Reimbursed?**

Eligible Parking Expenses:

- Includes parking provided to an employee on or near the business premises of the employer or on or near a location from which the employee commutes to work by mass transit, carpool, or commuter highway vehicle.
- Does not include parking on or near property an employee uses for residential purposes.
- Does not include parking fines and parking tickets.

### **How Much May You Contribute Each Year to the Parking Benefit Plan?**

In 2022, you may contribute up to \$3,360 per calendar year. The minimum monthly amount is \$25 and the maximum monthly amount is \$280. These amounts are subject to change.

### **Does the Use of Before-Tax Contributions to the Parking Benefit Plan Affect Any Other Benefits?**

It may. If your annual salary is below the Social Security wage base, your future Social Security benefit may be reduced, but only minimally.

## **CLAIMS/PAYMENT OF EXPENSES**

### **How to File a Claim or Pay for Expenses**

The amounts credited to the Parking Benefit Plan for you may only be used for your eligible expenses incurred while you were covered under the Parking Benefit Plan. An expense is incurred on the date that the service which gives rise to the expense is rendered. If you are not sure whether an expense qualifies for parking reimbursement, you should contact the Claims Administrator.

You must either:

- Use your PayFlex card (which is similar to a debit card) at the point of purchase for your eligible expenses where the expenses are debited directly from your Account, or
- Complete a PayFlex Parking Claim Form, available in the BSA Benefits Office or through the BSA Benefits Office website at <http://www.bnl.gov/hr/Benefits/docs/reimbursement/Transit-Claim-Form.pdf> , or
- Go online to [www.PayFlex.com](http://www.PayFlex.com) and submit your claim electronically.

In general, when submitting a claim for reimbursement, you must submit a receipt along with your claim form including provider name and address, date of service, type of service provided, and dollar amount charged for the service.

You can pay for your eligible expenses with the PayFlex card or submit for reimbursement from your Account. If you submit for reimbursement of your claims, you may either set up a direct deposit option with PayFlex or receive a check which is mailed to your home.

Payments will be issued daily for eligible expenses. You can only be reimbursed for up to the total amount that is in your Account at the time of your claims submission or when you use your PayFlex card. You cannot be reimbursed for expenses incurred prior to your participation in the Plan.

### **How Long Do You Have to Submit Claims for Reimbursement?**

You have until March 31 following the calendar year in which you incurred expenses to submit claims for reimbursement. So, for example, if you buy a train ticket in December, you would still have up to March 31 to claim the expense, provided there is money remaining in your Parking Benefit Plan Account.

If you are an eligible employee, unused funds in your Account at the end of the plan year will be rolled over into the following plan year. Funds that are rolled over are available for reimbursement of eligible expenses incurred in the plan year in which they were rolled into, even if you did not elect to participate in the Parking Benefit Plan for that year. Any funds rolled over apply toward the calendar year maximum.

If you have any funds in your Account at the time you terminate employment, terminate the Account or cease to be eligible to participate, these funds will be forfeited if they are not used for expenses incurred prior to these dates and you do not submit them for reimbursement within the applicable timeframes. Any expenses incurred after these dates are not eligible for reimbursement.

### **Questions About Claims**

If you have a question about your Parking Benefit Plan claim, you should contact PayFlex at (800) 284-4885.

### **How to Appeal a Claim**

If your claim is denied, you will receive a written notice of the denial from the Claims Administrator. The notice will explain the reason for the denial and indicate the review procedures. You may request a review of the denied claim. The request must be submitted in writing to the Claims Administrator within 60 days after you receive the denial notice. Submit your request,

including your reasons for requesting the review and any additional documents which you believe support your claim. The Claims Administrator will review the claim and ordinarily notify you within 60 days of the date your request for review is received. In special cases requiring a delay, the Claims Administrator will render a decision no later than 120 days after your request for review is received.

## **DEFINITIONS**

### **Claims Administrator**

The Claims Administrator is:

PayFlex Systems USA, Inc.  
P.O. Box 3039  
Omaha, NE 68103-4310  
Telephone: (800) 284-4885  
Fax: (402) 231-4310

## **MISCELLANEOUS**

### **General Information**

The Parking Benefit Plan is not covered by ERISA.

### **Leave of Absence**

If you are on an approved Leave of Absence, your contributions to this Plan will cease and your Account will be terminated. Only expenses incurred prior to the leave will be eligible for reimbursement. Upon return to work, you may once again elect to participate by completing an enrollment form.

### **Restrictions**

Parking Benefit Plan Accounts are allowable under Section 132(f) of the Internal Revenue Code, and certain restrictions apply to them.

All unused Parking Benefit Plan Account balances remaining when you are no longer an eligible employee or terminate employment are forfeited.

## **TERMINATION OF COVERAGE**

Parking Benefit Plan benefits will cease on the earlier of the date your employment terminates or the date you are no longer eligible for coverage. You may not continue your Parking Benefit Plan Account.

Please note that your coverage will terminate immediately if you commit an intentional misrepresentation or fraud on the Parking Benefit Plan.

Your coverage will also end on the date the Employer discontinues the Parking Benefit Plan.