

## GoNavia Transit Benefit

The GoNavia Transit Benefit allows employees who commute to and from work by bus, train or other mass transit to use pre-tax dollars to pay for their work-related transit expenses. Eligible expenses include:

**Transit passes**

**Ticket Books**

**Fare Cards**

### How it works:

- First time participants: Complete the GoNavia New Participant Setup form (see below).
- Place your order on the Navia website ([www.naviabenefits.com](http://www.naviabenefits.com)), select the “GoNavia Commuter Benefits” link follow the prompts to place your order.
- Your transit order will be loaded onto your Navia Benefits Card before the 1st of the order month. The card may be used at any transit vendor that accepts MasterCard™. If you already have a Navia card with Aegis for the Flexible Spending Accounts, you already have the card you need! If you have not been issued one before, Navia will mail one to you with your first order. Future orders will be loaded onto the same debit card. Any unused funds may be used in following months.
- All orders and changes must be completed by 11:59 pm PST on the 20th day of the month prior to the month you would like to receive your benefit. For example, if you are planning on using the benefit for the month of November, you would need to place your order by October 20th.

### How to enroll:

- New participants must fill out the GoNavia Transit New Participant set-up form and fax to (425) 968-7587 or submit to your Business Office Manager by the 10<sup>th</sup> of the month to be able to place an order for the following month.
- You will receive a welcome email after you submit your form which will include instructions to log into the Navia website and place your transit order by the 20<sup>th</sup> of the month.
- Ongoing participants may to place orders on the Navia website by the 20<sup>th</sup> day of the month prior to the month you would like to receive your benefit.

### Payroll Deduction:

Once your order is placed, the full monthly order will be deducted from your first paycheck of the following month.

### Eligibility:

- All full-time, reduced-full time, and part-time employees are eligible to enroll in GoNavia.
- Employees with an on-call or leave of absence status are *not* eligible.
- You may participate in GoNavia at any time, regardless of hire date.

### Questions:

- Contact Claire Kirby in HR: [Claire.Kirby@aegisliving.com](mailto:Claire.Kirby@aegisliving.com) 425-449-4983
- For help using the Navia website or placing an order: Contact Navia at (800) 669-3539 (use Company Code AEG)