

# GoNavia Commuter Benefit Program



The GoNavia Commuter Benefit Program allows you to pay for your work-related parking and transit expenses using pretax dollars. **Navia Benefits Solution** administers our Commuter Benefit Program.

## How It Works

Commuter benefit orders are deducted from your paycheck on a pre-tax basis and can be loaded onto a Navia Benefits Card or your Clipper Card. The Navia Benefits Card can be used to purchase services at any transit or parking facility that accepts MasterCard. As a month-to-month benefit, you can opt in and out or change your benefit election amounts at any time based on your transit and parking needs.

Orders must be placed by 11:59 p.m. on the 20<sup>th</sup> of the month for commuter benefits for the following month. For more information, please refer to the attached FAQs or [Commuter Summary Plan Description](#).

## How To Enroll

- Step 1: Access The Navia website at <https://www.naviabenefits.com/>
- Step 2: Register your account
  - Click on the “**Register**” (upper right hand side of screen)
  - Click “**I’m A Participant**”
  - Complete the online registration form. Use “**OKL**” for the Employer code.
  - Shortly after submitting your registration you will receive an email confirmation with a temporary password.
- Step 3: Log on to the Navia portal.
- Step 4: Click “**place commuter order** (under the “**GoNavia Program**” section)
- Step 5: Click “**Place An Order**” for the type of benefit (transit and/or parking) you wish to order.
- Step 6: Select your benefit and amount.
- Step 7: Select whether you want to order for only a single monthly or recurring monthly (if selecting recurring monthly, select months you want to order automatically)
- Step 8: Confirm your order then click “submit”

# Commuter Benefits Program FAQs

## 1. What expenses are eligible?

The Go Navia Commuter Benefit covers your work-related public transit and parking expenses including, but not limited to:

- Buses
- Ferries
- Parking lots and garages
- Trains

Ineligible expenses include non-work related expenses and individual transportation service like tax or a driving service.

## 2. What is the monthly “tax-free” limit?

The current limit for transit for 2024 is \$315 per month. The current limit for parking is \$300 per month. These monthly limits are subject to change per IRS regulations.

## 3. What is the deadline to place my commuter order for the following month?

Your order must be placed by 11:59 p.m. on the **20th of the month** for the following month’s commuter benefits. For example, orders must be placed by December 20th for January’s commuter benefits.

## 4. Can I change or stop my commuter order?

Yes, you may change, stop, or restart your commuter order at any time. Changes must be made by 11:59 p.m. on the **20<sup>th</sup> of the month** to be effective the following month.

## 5. Do I need to place my order each month?

No, the GoNavia Commuter program can be set up with recurring elections for transit and/or parking. You can even pre-select certain months elect the benefit. You will receive an email order reminder prior to the order being processed.

## 6. Where can I use my Navia Benefits MasterCard for transit or parking?

You may use your Navia Benefits MasterCard at transit authority websites, kiosks, ticket offices, or parking merchants that accept MasterCard, respective to the benefit you’ve ordered.

## 7. What happens to the transit and/or parking balance on my Navia Benefits MasterCard at the end of the benefit month?

The balance will roll over from month-to-month as long as you are an active employee and remain eligible for this benefit.

**8. When are commuter benefit payments deducted from my paycheck?**

Commuter benefit deductions are taken from the paycheck that corresponds with the 2<sup>nd</sup> Pay Period Ending of each month. Below is the 2024 deduction schedule.

Order Processing Deadline	Benefit Month	Deduction Date
By July 20, 2023	August 1, 2023	August 25, 2023
By August 20, 2023	September 1, 2023	September 22, 2023
By September 20, 2023	October 1, 2023	November 3, 2023
By October 20, 2023	November 1, 2023	December 1, 2023
By November 20, 2023	December 1, 2023	December 29, 2023
By December 20, 2023	January 1, 2024	January 25, 2024
By January 20, 2024	February 1, 2024	February 22, 2024
By February 20, 2024	March 1, 2024	March 21, 2024
By March 20, 2024	April 1, 2024	May 2, 2024
By April 20, 2024	May 1, 2024	May 30, 2024
By May 20, 2024	June 1, 2024	June 27, 2024
By June 20, 2024	July 1, 2024	July 25, 2024
By July 20, 2024	August 1, 2024	August 22, 2024
By August 20, 2024	September 1, 2024	October 3, 2024
By September 20, 2024	October 1, 2024	October 31, 2024
By October 20, 2024	November 1, 2024	November 27, 2024
By November 20, 2024	December 1, 2024	December 26, 2024

**9. What happens to the transit and/or parking balance on my Navia Benefits MasterCard when I leave the City of Oakland?**

After your employment with the City of Oakland ends, commuter funds remaining on your Navia Benefits MasterCard are forfeited.

**10. How do I set up automatic monthly payments with my parking garage?**

You may use your Navia Benefits MasterCard to set up automatic monthly parking payments with your parking garage. Please contact your parking garage to inquire about setting up automatic monthly parking payments with your Navia Benefits MasterCard.

Employees who park at garages managed by the **City of Oakland Parking Partners (COOP)** may set-up an auto-pay account with the Navia Benefits MasterCard by calling the COOP at **(510) 874-7170**.

**COOP LOCATIONS**

LOC #	Location Name	Address	City	State	Zip
82339	City Center West	1250 Martin Luther King Way	Oakland	CA	94612
82340	Clay Street Garage	1414 Clay Street	Oakland	CA	94608
82341	Dalziel Garage	250 Frank Ogawa Plaza	Oakland	CA	94608
82343	Franklin Plaza Garage	1719 Franklin Street	Oakland	CA	94612
82348	Harrison Street Garage	1200 Harrison Street	Oakland	CA	64806
82354	Telegraph Plaza Garage	2100 Telegraph Plaza	Oakland	CA	94555
82355	UCOP Garage	409 12th Street	Oakland	CA	94703

82338	1800 San Pablo Lot	1800 San Pablo Ave.	Oakland	CA	94608
82342	Dimond Lot	3400 Dimond Lot	Oakland	CA	94608
82346	Grand Ave. Lot	3270 Grand Ave.	Oakland	CA	94608
82349	Kaiser Convention Center Lot	10 10th Street	Oakland	CA	94612
82351	Lakepark Lot	3195 Lakeshore Ave.	Oakland	CA	94612
82352	Parkway Lot	343 Wayne Place	Oakland	CA	94612
82353	Piedmont Ave. Lot	4150 Howe	Oakland	CA	94608
82356	Webster-Valdez Lot	2315 Valde	Oakland	CA	94612
82357	Pill Hill	409 29th S	Oakland	CA	