



OFFICE OF PAYROLL ADMINISTRATION

One Centre Street, Room 200N, New York, New York 10007

IMPORTANT NOTICE ABOUT YOUR COMMUTER BENEFITS

January, 2011

Robert Snoopy
1 Centre Street
Room 200N
New York NY 10007

Dear City of New York Employee,

Your Premium TransitChek MetroCard will not work as of Tuesday, February 1, 2011. The City's relationship with TransitCenter for Commuter Benefits ends on January 31, 2011. As of February 1, 2011, the City's Commuter Benefits relationship is solely with WageWorks.

Your WageWorks Commuter Card has been mailed to your home address earlier this month. Activate your WageWorks Commuter Card immediately. The activation instructions are within the envelope. If you have not received your WageWorks Commuter Card, call the WageWorks Customer Service line toll free at 1-877-924-3967. Their business hours are Monday - Friday, 8:00 AM - 8:00 PM.

To activate your WageWorks Commuter Card, you must know your Employee Reference Number (ERN). Your ERN is provided below. To protect your identity, the City does not provide your Social Security number to WageWorks. Use the last four digits of your ERN whenever your Social Security number or identification number is referenced or requested.

Use your WageWorks Commuter Card at a MetroCard Vending Machine to purchase a 30-Day Unlimited Ride MetroCard for first use on February 1, 2011. You do not have to wait until February 1, 2011 to buy a new MetroCard. You will have enough money on your WageWorks Commuter Card on the 2nd payday in January.

For most City employees your second payday is January 21, 2011.

For NYC Housing Authority employees your second payday is January 27, 2011.

For Department of Education Pedagogue employees your second payday is January 31, 2011.

For questions about the WageWorks Commuter Card employees can visit the WageWorks website www.getwageworks.com/nyc or call the WageWorks Customer Service line toll free at 1-877-924-3967.

For questions about the Premium TransitChek MetroCard, employees can contact OPA by calling the OPA Service Line at (212) 669-8555, business hours Monday - Friday from 8:30 AM - 5:00 PM.

Your Employee Reference Number:
1234567