Dear Faculty and Staff,

Human Resources is glad to announce the opportunity for you to raise your contribution elections to your Transit Benefit in 2019. Due to a recent IRS confirmation of pre-tax transit benefit limits in 2019, Loyola’s vendor BenefitExpress will be supporting this increase from $260 per month to $265 per month.

<table>
<thead>
<tr>
<th>2018 Transit Limit</th>
<th>New Transit Limit in 2019</th>
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<tbody>
<tr>
<td>$260/month</td>
<td>$265/month</td>
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</table>

Please note: this maximum contribution allows you to save an extra $5 per month in pre-tax transit expenses in 2019. The increase is voluntary and your elections will not change automatically.

If you would like to update your pre-tax transit benefit contributions, you may do so by updating your contributions by December 14 for January’s payroll deductions to be applied toward your transit fare beginning in February. (This is the earliest the increase can take place as the deadline to make changes for January closed on November 14.) You can make changes by:

1. Logging on to your BenefitExpress account at www.LoyolaExpress.com. You may log on at any time to view or change your elections.
   OR
2. Contacting BenefitExpress at 877-837-5017. Customer Service Representatives are available to assist you Monday to Friday from 7:30AM to 6:00PM.

If you do nothing, your elections will remain at the amount you currently contribute to your transit benefit.

Additional details on Loyola’s transit benefit can be found on page 69 of the 2019 Benefits Booklet and at www.luc.edu/hr. The Human Resources benefits staff is also available to answer questions by e-mail at benefits@luc.edu or by phone at 312-915-6175.

Sincerely,

Human Resources