

Section 12

Commuter Reimbursement Account

Commuter Reimbursement Account

General Information, Eligibility, & Enrollment

Introduction

DXC offers a Commuter Reimbursement Account (Commuter Plan) plan as a voluntary, employee-paid benefit. The Commuter plan is an IRS Section 132(f) transportation plan that allows you to use pre-tax dollars to pay for qualified expenses related to your work commute.

This plan is administered by MetLife.

Employee Eligibility

For convenient reference in this Guidebook, the Commuter Plan is described as a separate plan. These benefits are provided through a sub-part of the ERISA plan (plan number 501) through which other benefits are provided (such as the DXC Technology Company Cafeteria Program). See **Section 15, ERISA Information**.

For a list of participating employers in the ERISA plan of which this coverage is a part, see **Section 15, ERISA Information**. **Section 15** also shows whether a participating employer offers the Commuter Plan to its employees. Not all employers offer this coverage. Also, some participating employers only offer this coverage to certain employee groups. See **Section 15, ERISA Information** for more information.

You are eligible to participate in the Commuter plan on the first day you report to work if you:

1. Are on a U.S. payroll, and
2. Work in the U.S., and
3. Work for an employer that offers this benefit to its employees (see **Section 15, ERISA Information**), and
4. Either:
 - a. Are a regular full-time or limited-term full-time employee not covered under a collective bargaining agreement (CBA), unless the agreement specifically includes participation in this plan's features; or
 - b. Are covered by a local ordinance (e.g., the San Francisco Commuter Benefits Ordinance) that requires your employer to offer commuter benefit similar to DXC's Commuter plan.

If you are enrolled in this Commuter Plan but are absent from work due to injury or sickness on the day this coverage would normally begin, you will be covered when you report to work on a regular, full-time basis for a period of at least one full day.

The following employees are not eligible:

- Temporary employees
- Part-time employees (regular and limited-term) except those covered under 4b, above
- Casual employees
- Employees working outside of the U.S. (including those working in U.S. Territories)
- Employees working in the U.S. while also receiving all or part of their base pay from a non-U.S. payroll

Refer to the **DXC U.S. Employment Classification Policy** (available on Employee Connect) for definitions of the various employment classifications, which are also listed in **Section 1, Introduction and Eligibility**. The same provisions apply to this benefit plan.

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Enrollment

When You Can Enroll

You can elect to enroll in the Commuter plan at any time and for any duration. You can participate for one month at a time or set up a recurring monthly order or contribution.

How to Enroll

You can enroll in the Commuter plan on the *Your Spending Account* (YSA) site, found on the DXC Benefits Center enrollment portal (myDXCbenefitscenter.com).

Changing Your Elections

You may change your election during the plan year; however, the election is irrevocable for the duration of the one-month coverage period to which it relates.

Benefits Provided

Important: This subsection is intended to provide a general discussion to facilitate your understanding of the limits and restrictions associated with using money from your Commuter plan account. It is not intended to provide you with personal tax or financial planning advice. Neither DXC nor the plan and claims administrator will be held responsible for any use/misuse of the information provided in this section when making personal tax or financial planning decisions in connection with the preparation of your personal income tax return.

The Commuter plan allows you to use pre-tax dollars to pay for qualified expenses related to your commute. You are accountable for ensuring that you are using the funds for qualified expenses only. The 2023 pre-tax contribution limits are:

- \$300 per month for mass transit; and
- \$300 per month for commuter parking

Contributions are deducted from your pay on a pre-tax basis before federal and state income taxes, where permitted.

Tolls are not considered qualified commuting expenses. Note also that the DXC plan does not offer benefits for expenses related to commuting by bicycle.

The deadline for your orders and elections is the 10th of each month for the following month. For example, you need to place your order by January 10th for use in February.

For more information on IRS rules regarding qualified commuting expenses, see IRS Publication 15-B, "Employer's Tax Guide to Fringe Benefits," available on the IRS website (<http://www.irs.gov/pub/irs-pdf/p15b.pdf>) or by calling 1.800.829.1040.

Mass Transit Benefit

Mass transit expenses are defined as those for bus, subway, train, metro, ferry, and van pooling. A van pool is defined as a licensed commuter highway vehicle with seating capacity for six or more adults, excluding the driver.

To use the mass transit benefit, order your transit ticket, pass, or voucher via the YSA site (myDXCbenefits.com). YSA offers an extensive network of transit services throughout the U.S. Once you have placed your order, the product will be mailed to your home. The cost will be deducted from your pay

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before federal and state taxes (where allowed). If the cost of your product exceeds the monthly pre-tax contribution limit, the excess amount will be deducted from your pay on a post-tax basis.

Commuter Parking Benefit

The parking benefit can be used to pay for parking on or near your regular work site (that is not your home) or near a location from which you commute to work using mass transit. There are two ways to use the parking benefit: Pre-Order and Cash Reimbursement.

Pre-Order: You can order parking passes and vouchers directly through the YSA site. Once you place your order, your product will be mailed to your home. The cost will be deducted from your pay before federal and state taxes (where allowed). If the cost of your product exceeds the monthly pre-tax contribution limit, the excess amount will be deducted from your pay on a post-tax basis.

Cash Reimbursement: If your parking provider does not accept parking vouchers or participate in YSA's network, you can elect to set aside money from your pay on a pre-tax basis to reimburse yourself for qualified parking expenses. Simply make your election on the YSA site and that amount will be deducted from your pay. You can then submit your parking receipts to YSA for reimbursement. You will be reimbursed up to the monthly pre-tax contribution limit. Money you set aside for the parking benefit can only be used for parking-related expenses; it cannot be applied to mass transit benefits.

Any money you do not use will roll over in your Commuter plan account from month to month. Note that the pre-tax contribution limit on parking expenses is a cap both on your pre-tax deductions for parking and on your monthly reimbursement. For example, if you have \$280 deducted from your pay for January and also for February commuting months, but only request \$100 in parking expense reimbursement for January, your available balance will be \$430; however, you would only be able to claim up to \$265 in parking expenses for February.

Parking reimbursement receipts must be submitted no more than 180 days from the date the expense was incurred, but no later than March 31 following the end of the plan year.

Conditions Under Which Coverage Terminates

Your participation in the DXC Commuter plan ends on the earlier of the following dates:

- Your employment with DXC ends
- You no longer meet the definition of an eligible employee
- The plan ends

Also see **Section 14, DXC Technology Company Cafeteria Program, Period of Coverage**. The same provisions also apply to this benefit plan. IRS regulations do not allow you to continue participating in the Section 132(f) Tax- Free Transportation Plan through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Any remaining funds in your Commuter plan account are forfeited upon termination. The deadline for submitting claims for the Parking Reimbursement benefit is 180 days from the date the expense is incurred, but no later than March 31 following the end of the plan year.

Contacting the Administrator

Contact information for all benefit carriers and administrators is provided in the back of this Guidebook.