



# Parking and Transit Claim Form

YOU MAY USE THIS FORM **OR** FILE CLAIMS ONLINE AT [WWW.HRPRO.COM](http://WWW.HRPRO.COM)

This form is to be used for non-debit card claims only (SEE ACCOUNT LOGIN INSTRUCTIONS ON THE BACK OF THIS FORM)

Attach any supporting documents for services provided. If supporting documentation is not available for the particular service used, be sure to complete Employee Affidavit below.

Employer Name:							
Employee Last Name:		First Name:		Last 4 digits of SSN:			
Street Address:		City:		State:		Zip:	
Daytime Phone:		Email Address (For claim correspondence only):					

## Mass Transit Eligible Expenses

Merchant Name	Date(s) of Expense	Your Cost (Claim Amount)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b>		\$

## Parking Eligible Expenses

Merchant Name	Date(s) of Expense	Your Cost (Claim Amount)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b>		\$

**Employee Affidavit** – for use when no supporting documentation is available and amounts are not paid with an employer issued payment card.

I certify I have incurred the above amounts and paid for them in cash.

I certify that these expenses were incurred by myself. I further certify that these expenses are not reimbursable under any other plan. I understand that I cannot use expenses reimbursed through this account as deductions when filing my individual income tax return. I understand that if I do not provide required documentation, I will not be reimbursed. I authorize my employer to deduct the total amount requested from my account in accordance with the terms and provisions of the Mass Transit and/or Parking plan. If I receive reimbursement for transportation expenses that are not eligible, I agree on demand to indemnify and reimburse my employer for any liability I may incur for failure to withhold income tax or Social Security tax up to the amount of additional tax actually owed by me.

Employee Signature:		<b>Attach copies of bills or receipts and return to:</b> <b>HRPro</b> <b>1025 N. Campbell, Royal Oak, MI 48067</b>  <b>Tel: (248) 543-2644 Fax: (248) 543-2296</b> <b>Email: <a href="mailto:claims@hrpro.biz">claims@hrpro.biz</a></b>
Date:		

## Parking and Transit Claim Form

### Instructions for Filing a Claim

1. Please type or print all information clearly and submit claim form to HRPro via mail, fax or email. Keep a copy of the claim form and receipts for your records. You may call HRPro at (248) 543-2644 with any questions regarding your claim.
2. Attach copies of receipts to the claim form (You keep the originals). Canceled checks are not accepted.
3. You may only submit expenses incurred by you.
4. Claims will be accepted and processed according to the schedule set forth by your employer.
5. Remember, disbursements from your spending accounts are made on a pre-tax basis. When filing your annual income tax return, do not declare reimbursements as income and do not take any expenses you have been reimbursed for as a deduction.

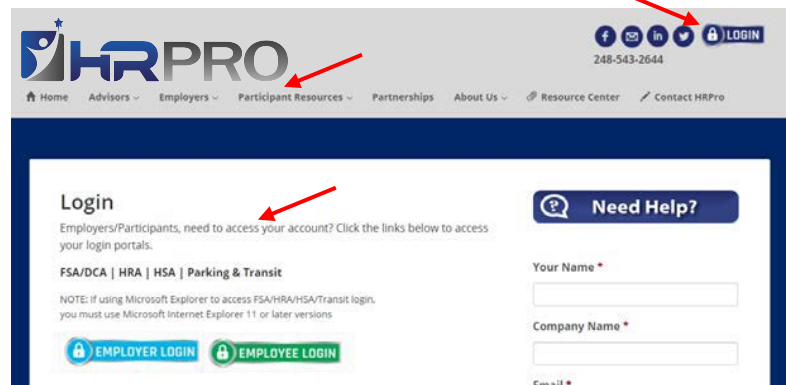
### Online Access to Your Account

Allows you to:

- File claims online
- Check account balance and claim history
- Review outstanding receipt requirements
- View plan information
- Download forms

### How to Login:

1. Log into [www.hrpro.com](http://www.hrpro.com) and click on "Login" under Participant Resources or click the "Login" button on top of page.



The screenshot shows the HRPRO website's login page. At the top right, there is a 'LOGIN' button with a key icon. Below the navigation bar, the 'Participant Resources' menu item is highlighted. The main content area has a 'Login' heading and a 'Need Help?' button. There are two login options: 'EMPLOYER LOGIN' and 'EMPLOYEE LOGIN'. The 'EMPLOYEE LOGIN' button is highlighted with a red arrow. To the right of the login options are input fields for 'Your Name \*', 'Company Name \*', and 'Email \*'.

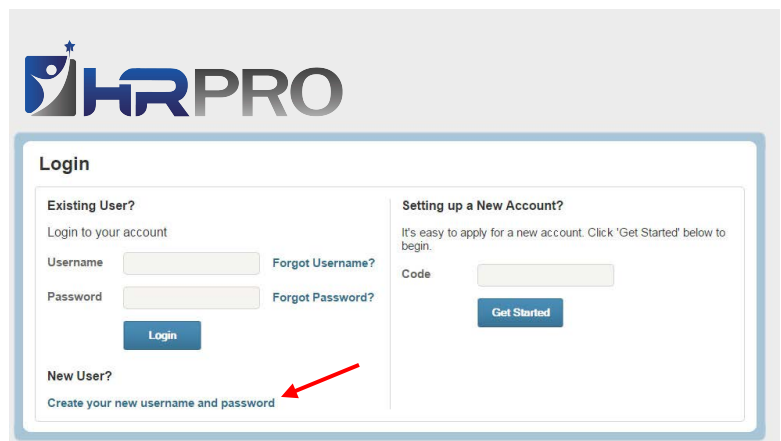
2. Login using the following:

Username: First initial (cap), full last name (lowercase) and the last 4 digits of your SSN.

**Example:**

John Smith 123-45-6789 would login as:  
[Jsmith6789](#)

If this is your first time logging onto the system, use **Password1** as your password. You will be prompted immediately to create a new, unique password before entering the participant portal.



The screenshot shows the HRPRO website's login page with two main sections: 'Existing User?' and 'Setting up a New Account?'. The 'Existing User?' section has fields for 'Username' and 'Password', with 'Forgot Username?' and 'Forgot Password?' links. A 'Login' button is below these fields. The 'Setting up a New Account?' section has a 'Code' field and a 'Get Started' button. Below these sections is a 'New User?' section with the text 'Create your new username and password' and a red arrow pointing to it.