



GoNavia Section 132 Parking & Transit Program

The GoNavia Program allows you to pay for commuting work-related parking and/or transit costs with pre-tax dollars. The Foundation will subsidize up to the monthly IRS limit into your Parking and/or Transit account(s).

How does GoNavia work with our other commuter benefits?

- If you take the [Foundation's East Bay Shuttle](#) you can request the GoNavia parking subsidy, but not the GoNavia transit subsidy since it is being applied already.
- The [Caltrain Go Pass](#) is separate from GoNavia, but the value of the pass is included in your GoNavia transit subsidy. If your work-related commute requires other transportation before or after Caltrain, you can use GoNavia for qualified transit expenses for the connecting routes.
- [Uber Commute Funds](#) are separate from GoNavia.

What are the 2025 monthly maximum limits?

The maximum amounts the Foundation contributes to your Parking and/or Transit account(s):

Parking Expense Account	Up to \$325 per month
Transit Expense Account	Up to \$325 per month minus the monthly Caltrain Go Pass value if applicable

Note: Any contributions in excess of the monthly IRS limit will be taxable income!

What expenses are eligible?

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

- Subways, streetcars, buses, ferries, and commuter trains
- Parking lots and garages
- Vanpooling fees (the vehicle must meet the IRS vanpool requirement of six passenger seats).

Ineligible expenses include nonwork-related expenses and transportation services like a taxi or Uber/Lyft rides.

When do orders need to be placed by?

The deadline to place your monthly GoNavia order is the **15th of each month to have available by the 1st of the following month**. For example: June 1st orders must be submitted in ADP by the end of business day on May 15th.

How do I place my order (enrollment steps)?

- **Step 1:** Log on to [ADP Workforce Now](#)
- **Step 2:** Go to enrollments: "Myself"> "Benefits" > "Enrollments".
- **Step 3:** Select "Manage enrollment" under "Year Round Enrollment."
- **Step 4:** Select the benefit, monthly for frequency, and dollar amount you would like to place under "Parking" and/or "Transit." Select "Confirm details" and "Confirm" again. ADP will list the amounts as "your cost," but Hewlett Foundation will provide a subsidy up to the monthly maximum limits.
- **Step 5:** If you do not already have a Navia debit card, scroll down to "Eligible Plans," select the second "Miscellaneous" option labeled "Navia-Debit Card, FSA Healthcare & 132," and select "View all plans." In the "Select Coverage Level" dropdown menu select "Yes, I want a debit card" and then select "Confirm details."
- **Step 6:** Once you made your benefit selections click "Next" at the bottom right. Finally, complete enrollment by clicking "Submit Enrollment." You will also receive an email confirmation. Please keep a copy for your records!

If this is a one-time election, you will need to go back in before the 15th of the next month to adjust your election for the following month.

How do I access my GoNavia money?

If you already have a Navia debit card, the funds for parking and transit will be loaded onto your existing card as a separate purse from your Healthcare FSA that you currently use with the card. New participants will receive a debit card in the mail once you complete your first order.

Please contact Christine Nishimura (cnishimura@hewlett.org) or Megan Olmsted (molmsted@hewlett.org) for questions.