

SEYFARTH SHAW LLP
PRE-TAX TRANSPORTATION PROGRAM

Every employee, including all non-legal staff, management staff, legal assistants, associate attorneys and any attorney employed by the Firm in an “Senior Partner”, “Of Counsel” and “Income Partner” position who is normally scheduled to work twenty (20) or more hours each week is eligible to participate in the Pre-Tax Commuter Benefit Program **after their first pay period** (attorneys working at least two days per week or more are also eligible). This does not include independent contractors, seasonal or temporary employees or consultants. Equity Partners are not eligible to participate in this Program.

WageWorks is the third-party administrator which manages this Program for the Firm. WageWorks provides a national online catalogue with over 10,000 transit options nationwide, so you are bound to find the one that helps you travel to work. In addition, Commuter Benefits are flexible with no need to worry about locking yourself into an annual commitment. You can make a one-time subscription to receive the same benefits each month, or, if your commute options change regularly, WageWorks allows you to elect different benefits each month. You can also participate in both the mass transportation and parking sections of this plan. The maximum amount per month that may be deducted from your paycheck is \$255.00 for mass transportation **and** \$255.00 for parking.

SAVE TIME

Free home delivery of passes
No standing in line at the transit station
Automatic payment of your monthly parking fee

Your passes are delivered directly to your home address in time for you to use the pass for your commute. And the cost of the program flows through your paycheck at the maximum pre-tax savings. Everything is automatic. For parking, WageWorks will pay your garage or facility directly using pre-tax dollars.

To enroll online:

1. Visit www.wageworks.com and click on the “**Employee Log-In**” button and select “**Employee Registration**”.
2. Please enter the required sign up information for accurate identification.
3. Create a **username/password** and ensure your contact information is correct.
4. Read the **User Agreement** and **Confirm** your acceptance.
5. Select the **Transit or Parking** tab and choose your provider.
6. **Confirm** your selection and for transit, look for the pass in your mailbox.
7. The cost will automatically be deducted from your paycheck.

To enroll by phone, call WageWorks toll-free at 1-877-924-3967 (1-877-WAGEWORKS) Monday thru Friday between the hours of 9:00 a.m. to 8:00 p.m. EST.

It is important to note that the regulations do require you to purchase your transit **in advance** of the month that it is going to occur. The deadline is the 10th of the month prior to the month you are receiving benefits.

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1. Enroll and place your order. The deadline is the 10th of the month.
2. If you are electing an out-of-pocket expense, or a transit or parking pass that is **not available** through WageWorks, you will still need to submit your projected monthly expense by the 10th of the month prior to the month you are receiving benefits. When you obtain a receipt, simply send it to WageWorks for reimbursement.

Sign-ups, changes and deletions for ordering passes must always occur by the 10th of the month prior to the month you are receiving benefits.

Don't miss out on the savings. WageWorks is a flexible and easy-to-use process.

If you need assistance, call 1-877-WAGeworks or e-mail WageWorks at <http://www.help@wageworks.com>.



Easy rider.

WageWorks Commuter

WageWorks® Commuter is a pre-tax benefit account used to pay for public transit—including train, subway, bus, ferry, and eligible vanpool—and qualified parking as part of your daily commute to work. WageWorks Commuter is a great way to put extra money in your pocket each month and make your commute more convenient and affordable.

WHY YOU NEED IT

- Save an average of 30% on public transit and parking as part of your daily commute to work
- Easy to use—download a free mobile app and manage your account with your mobile device
- No waiting—sign up any time to start saving—and no “use it or lose it” as long as you’re enrolled

Your Estimated Tax Savings

| Without Commuter | | With Commuter | |
|--------------------------------------|------------|--|------------|
| Gross annual pay (estimate) | \$60,000 | Gross annual pay (estimate) | \$60,000 |
| Estimated tax rate (30%) | - \$18,000 | Maximum annual Commuter account contributions* | - \$6,120 |
| Net annual pay | = \$42,000 | Adjusted gross pay | = \$53,880 |
| Estimated annual commuting expenses* | - \$6,120 | Estimated tax rate (30%) | - \$16,164 |
| Final take-home pay | = \$35,880 | Final take-home pay | = \$37,716 |

Take home this much more

\$1,836



Calculate how much more you can take home in one year at wageworks.com/mycommute-cam



* Assumes you spend a maximum of \$510/month on qualified commuting expenses



WageWorks Commuter

How It Works

Simply decide how much to contribute up to the allowed monthly limit. Funds are moved from your paycheck to your account before taxes are deducted. As soon as funds are available in your account, start using them for qualified commuting expenses. Pause or cancel contributions to your account at any time. There's no "use it or lose it" as long as you're enrolled in the program.

HOW YOU USE IT

Use a variety of convenient payment methods associated with your account. Have monthly transit passes or tickets mailed directly to your home, load funds onto your smart card, or purchase tickets with the WageWorks Commuter Card. For parking, use the WageWorks Commuter Card to pay your parking provider directly, or get reimbursed for eligible parking expenses you pay out of pocket.

HOW YOU MANAGE IT

Manage your account via a secure website on any computer or mobile device that's connected to the Internet or via the WageWorks EZ Receipts® mobile app.

HOW MUCH YOU CAN CONTRIBUTE

Contribute up to a maximum of \$255 per month for transit and eligible vanpools and \$255 per month for qualified parking.



How You Get It

Ready to save? You can sign up for WageWorks Commuter any time—there's no need to wait for the next Open Enrollment period. Contact the person or organization managing your benefits enrollment and start saving today!

Learn more at

wageworks.com/mycommute-cam



WageWorks 
everyone benefits®

SEYFARTH SHAW LLP

EMPLOYEE ASSISTANCE PROGRAM , WORK-LIFE SERVICES, LEGAL/FINANCIAL/ID RECOVERY CONSULTATIONS



Real-Time Support For Real Living

To help you make time for what matters most, you and your family have access to an Employee Assistance Program.

Available any time, any day by phone or Web, the EAP offers live assistance from professional counselors and work-life consultants—as well as a rich web-based library of practical resources—to provide support for any work, personal, or everyday issue that's important to you and your family.

Make the most of your healthcare benefits—

Call the EAP first

Receive a professional assessment of your situation by a licensed clinician and up to **3 Free** in-person sessions with a counselor near your home, work or school.

The EAP can help with

- Marital and family conflict
- Stress management
- Budgeting & financial issues
- Parenting challenges
- Job performance
- Grief and loss
- Online resources & information

Worrying keeping you up at night?

Is your outlook gloomy?

Overwhelmed by bills?

Don't have the tools to cope?

Parenthood not feeling so joyful?

Wish you were more in control?

CALL OR LOG IN TO GET THE HELP YOU NEED

**TOLL-FREE: 800-292-2780 WEBSITE: www.ers-eap.com
USERNAME: SEYFARTHSHAW PASSWORD: GUEST**



Employee Resource Systems, Inc.

LEGAL ASSIST

If your life, or the life of a family member has been impacted by a legal issue, you may need the expert counsel of an attorney. Your **Employee Assistance Program** can help with a free consultation with a qualified attorney either on the phone or in person. Online support is also available with legal forms, a library of legal articles, even a simple will. Call or visit us online to get the legal answers you need.

- **Free 30 minute consultation with an attorney**
- **In most cases, discounted services are available if you need additional legal support**
- **Nearly 100 do-it-yourself legal forms including a free simple Will from Nolo.com**
- **Library of hundreds of legal articles and tip sheets**



FINANCIAL ASSIST

If you have questions about a financial issue, speaking with a financial expert can help. Your **Employee Assistance Program** provides you with free consultations with financial experts on everything from credit and debt, to purchasing a home, or saving for retirement.

- **Free consultation with a financial counselor for you or your family members**
- **No appointment needed during regular business hours Monday through Friday. Saturday appointments available**
- **Online financial calculators, library of articles, and do-it-yourself tools to manage finances**
- **Free access to Intuit Mint.com and Credit Karma for budgeting & financial software and free credit reports**



IDENTITY THEFT RECOVERY

Identity thieves want your personal information. And when they get it, not only can this cost you money but it can hurt your credit rating and take years to fix. Let the **Employee Assistance Program** help you recover from, and minimize the impact of, a breach of your identity.

- **A free 30-minute consultation with an identity recovery professional**
- **An action plan created just for you and consultation on implementing the plan**
- **Reduced time spent repairing compromised credit history**



CHILD CARE & PARENTING

Whether you are in the process of growing your family, or are thinking about it for the future, take advantage of the free, confidential resources and referrals provided by your **Employee Assistance Program**. Families and parents can benefit from consultation and support regarding these and other topics:



- **Child care Referrals**
- **Pregnancy and infertility**
- **Adoption & special needs**
- **Parenting challenges**
- **Resources for all educational and developmental stages**

YOUR WORK-LIFE WEBSITE



Online access to a wide range of resources regarding the work and life topics of interest to you and your family—all available on the **Employee Assistance Program** website. Just log on to navigate through articles, links, interactive content, self assessments, and more!

- **Regularly updated information and links**
- **LiveCONNECT instant messaging for 24/7 access to referrals for Childcare, Eldercare and Daily Living**
- **Downloadable articles and tip sheets**
- **Information Centers for Legal, Financial, Wellness, Savings, Relocation, Savvy Rx, Savvy Pet Rx and TaxAct**
- **Skill Builder online learning**
- **Spanish-language content**

SAVINGS CENTER

To help you stretch your dollar, you and your family have access to a free online benefit: the Savings Center. When you log on to the Savings Center, you can shop quality name brands at discounts of 25% off regular retail prices! Register for free on your **Employee Assistance Program** website.

- **Online, catalog and in-store discounts available, log on to the work-life website and check them out**
- **Use the *company name* EAP & code Advantage to register**
- **The program offers a wide array of discounts from leading name-brand retailers as well as savings on a large selection of discount tickets**



2016

Calendar
Revised
1/15/2016

SEYFARTH SHAW LLP

**EMPLOYEE
ASSISTANCE
PROGRAM**

| | Monthly Theme | Monthly Online Seminar | Online Seminar Description — Online Seminars can be found on your homepage or you can search for them by title. |
|------------|---|---|---|
| JAN | WHY WEIGHT? Look beyond your scale. | A Healthier You Available on demand starting JAN 19 th | Making resolutions? This year resolve to create a personal plan to improve your overall health in the areas of nutrition, physical fitness, and mental health. |
| FEB | BEYOND DATE NIGHT Creating ways to connect. | Keeping Your Love Alive Available on demand starting FEB 16 th | Learn the 10 relationship essentials, how to cope with challenges and conflict, and how to balance communication styles while keeping your relationship fresh. |
| MAR | LIGHTS OUT! Getting your zzz's. | Let's Sleep On It Available on demand starting MAR 15 th | There's nothing like a good night's sleep. Learn about the types of sleep, steps to help you have better quality sleep, as well as myths about sleep. |
| APR | HOME SWEET HOME To buy or not to buy? | Home Buying 101 Available on demand starting APR 19 th | Is home ownership right for you? This online seminar will explore the advantages and disadvantages of home ownership. |
| MAY | DEALING WITH DEPRESSION Is it more than just the blues? | Beating the Blues Available on demand starting MAY 17 th | We all feel sad sometimes. Get techniques for beating the blues, and learn to recognize the difference between sadness and depression. |
| JUN | RETIREMENT READY There's more to it than money. | Retirement: It's Not Just About the Money Available on demand starting JUN 21 st | You're retiring, now what? Learn how to better prepare yourself for the retirement years to come. |
| JUL | GROUP EFFORT Family solutions for addiction. | Next Steps: Dealing With Addiction in a Loved One Available on demand starting JUL 19 th | You've identified that your loved one has an addiction—what's next? Learn all about interventions, treatment options, and where to find help. |
| AUG | COLLABORATIVE CAREGIVING Working together for aging adults. | Changing Relationships: You and Your Aging Parent/Relative Available on demand starting AUG 16 th | Learn how to access care options and communicate productively with aging adults who can no longer live independently. |
| SEP | LISTEN UP! Getting through to your child. | Effective Communication With Children Available on demand starting SEP 20 th | Kids won't listen? Learn techniques that help you to communicate more effectively and to avoid communication styles that hamper conversation and increase conflict. |
| OCT | KNOW YOUR NUMBERS Screening adds up to better health. | Better Health Through Screening Available on demand starting OCT 18 th | Find out which health screenings are most important for you and what those numbers mean. |
| NOV | MAKING AND BREAKING TRADITIONS Doing the holiday your way. | Holidaze: How to Enjoy the Holidays and Minimize Holiday Stress Available on demand starting NOV 15 th | Is stress getting in the way of your holiday enjoyment? Explore ways to minimize the tension and increase the fun for all involved. |
| DEC | FOREVER YOUNG Mind, body, and spirit. | Lighten Up With Laughter Available on demand starting DEC 20 th | Everybody needs a good laugh. Learn about the many benefits of laughter and develop an action plan for improving humor in your life. |

CALL OR GO ONLINE TO GET ANSWERS TO YOUR QUESTIONS

TOLL-FREE: 800-292-2780

WEBSITE: www.ers-eap.com

USERNAME: [seyfarthshaw](#) PASSWORD: [guest](#)



Employee Resource Systems, Inc.

DID YOU KNOW...?

Seyfarth Shaw employees have care supports for children and elders.

Family Care. SOLVED.

“
My husband was recovering from surgery, but I had to get back to work. Having a back-up caregiver come to the house was such a relief.
”



Register Now. Avoid Worry Later.

Register/Reserve Care:

<https://backup.brighthorizons.com>

Username: Seyfarth

Password: backupcare9

Or call: 877-BH-CARES (242-2737)

One call and you've got the highest quality child and adult/elder care available throughout the U.S., when and where you need it. Because your family's well-being is what matters most.

As a Seyfarth Shaw employee you can access up to 100 hours of family care when regular arrangements fall through. Get immediate access to care supports at subsidized rates: center-based care is \$2 per hour per child and all in-home care is \$4/hour. Register at no cost so you can use back-up care when:

- Your regular nanny is sick or cancels
- You're between care arrangements for your child or adult/elder relative
- Your adult/elder relative needs care in his/her home anywhere in the U.S.

**SEYFARTH
SHAW**

Back-Up Care Advantage®
A Bright Horizons Solution at Work

An exciting benefit is available!

Seyfarth Shaw is pleased to offer Alliant Credit Union membership¹

An exclusive offering to all Seyfarth Shaw attorneys, staff and their family members

Great Rates and Convenient Access

- High dividend rates on savings² and checking³
- Low-rate auto loans and credit cards
- Over 80,000 surcharge-free ATMs nationwide⁴
- ATM rebates up to \$20 a month⁴
- 24/7 phone banking and personal assistance
- Online banking with free Bill Pay⁵
- Mobile banking with mobile check deposit⁶
- Financial planning and investment services⁷

Join Alliant today at www.alliantcreditunion.org

- Select "How to Join" on the home page, then select "Join Online"
- On the eligibility page enter Seyfarth Shaw
- Follow Instructions to complete the enrollment process



SEYFARTH
SHAW



¹ Alliant Credit Union (Alliant) membership is an exclusive benefit available to attorneys, staff of Seyfarth Shaw and their family members. Applicants must also meet other eligibility requirements for Alliant membership. Please visit www.alliantcreditunion.org for details regarding Alliant membership eligibility. ² A minimum \$5 deposit (provided compliments of Alliant) is required to open an Alliant savings account. Savings dividends are paid on the last day of the month to accountholders who have maintained an average daily balance of \$100 or more in their savings. Savings dividend may change after account is opened and is subject to change monthly. There is no maximum balance limit. ³ APY—Annual Percentage Yield. Alliant High Rate Checking dividends are paid on the last day of each month to checking accountholders who have opted out of receiving paper statements (receive eStatements only) and have a recurring monthly electronic deposit to their Alliant checking account each month (e.g., a direct deposit, payroll deposit, ATM deposit, mobile check deposit or transfer from another financial institution). Otherwise, Alliant checking accounts do not earn a dividend. Checking dividend may change after account is opened and is subject to change monthly. There is no minimum balance requirement to open an Alliant Checking account or to earn a dividend. Alliant checking is free; however, if incurred, fees such as a stop payment or NSF fee will apply. Please refer to the Alliant Fee Schedule at www.alliantcreditunion.org for a list of these types of fees. Account is subject to approval. We may not open checking for you if you do not meet Alliant criteria. ⁴ Surcharge-free ATMs include Alliant-owned ATMs and ATMs that are part of the Alliance One, Allpoint, Bank of the West, CO-OP Network, Credit Union 24 CU Here and Publix Presto networks when you use your Alliant Convenience card, Alliant Visa HSA debit card or Alliant checking account Visa debit card. Alliant will rebate fees incurred at other nonsurcharge-free ATMs up to \$20 per month per membership account when you use your Alliant checking account Visa debit card to make a deposit, withdrawal, transfer or balance inquiry. The rebate does not apply to cash advances from Alliant Visa credit cards through ATMs nor to the Alliant Convenience card, Alliant Visa HSA debit card and Visa International Service Assessment (ISA) fees. ⁵ An Alliant checking account or Health Savings Account (HSA) is required for use with Alliant Bill Pay. There are no fees to maintain a Bill Pay account; however, if incurred, applicable fees will apply. Please refer to the Alliant Fee Schedule at www.alliantcreditunion.org for a list of these types of fees. ⁶ Limitations apply. Mobile check deposit requires a camera-enabled mobile device. Data and text charges may apply. Check with your mobile service provider. ⁷ Non-deposit investment products and insurance products are not federally insured, involve investment risk, may lose value and are not obligations of or guaranteed by the financial institution.