



## SAMPLE EMPLOYEE NOTIFICATION

This is a sample email or letter to your employees to announce your company's promotion of Option #1, the Pre-Tax Commuter Benefit.

**TO:** All Employees  
**FROM:** High-level Official at 'your company name here'  
**SUBJECT:** Commuter Benefits Open Enrollment

Do you want to s-t-r-e-t-c-h your dollars? Are you tired of traffic delays and tie-ups on your commute to work? Would you like to ease your commute and make it less stressful? Well, '**your company name here**' would like to help you.

To help save money on commuting costs and provide a stress-free way for employees to arrive at work on time, '**your company name here**' is implementing a tax-free commuter benefit program. With this benefit, all employees who commute to work by public transit (bus, rail, or ferry) or vanpool can pay their fare with pre-tax dollars. The federal tax code allows employees to exclude **up to \$265 per month (\$3,180 per year)** in transit or vanpool costs from their taxable income. This means that you can save \$1,200 or more per year in taxes, depending on your tax bracket and your monthly fare.

Representatives from **XXX** will be on site **specific date** from **TIME – TIME P.M.** for an employee orientation on commuter benefits and to answer any questions you might have. Please plan to attend.

To enroll in the commuter benefits program, contact '**your company name here's** staff person by **specific date**. The transportation benefit will begin on **specific date**.

In addition to saving money, by commuting to work by transit or vanpool you can avoid traffic congestion and help to protect the environment. This program will help '**your company name here**' to comply with the Bay Area Commuter Benefits Program adopted by the Bay Area Air Quality Management District and the Metropolitan Transportation Commission.

