



## Commuter Benefits Employee

## Enrollment Form

<edit this form to fit your benefit program>

Please complete this form to enroll in the Commuter Benefits Program through <enter Company Name>. Return this form to <enter contact name or office location> by <enter enrollment deadline>.

### What are Pre-Tax Commuter Benefits?

Commuter Benefits is a federal transportation benefit program that allows you to save on your transit costs by deducting your commute expenses pre-tax from your paycheck each month. You save money 25-40% on transit or vanpool expenses because you don't pay taxes on the money you deduct.

When you sign up for Commuter Benefits pre-tax deductions, we will make your requested deduction on the <enter monthly deduction date> of the month and deliver your transit benefits to you by <enter date each month employees will receive their benefit>.

### How much can I deduct each month?

You can deduct up to \$270/month from your paycheck on a pre-tax basis for transit or vanpool costs. You can also deduct up to an additional \$270/month for costs incurred to park at your transit station or vanpool pick-up location. You can vary your deduction month to month if your commute circumstances change.

### Important Dates to Remember:

- <enter enrollment and order change/cancellation deadlines>
- <enter monthly date when benefit will be deducted>
- <enter monthly date employees will receive their benefit>

1. How would you like to receive your benefit? Check one of the following options.

<enter what you will be offering (i.e. transit vouchers/debit cards, Clipper Cards, etc)>

2. How much would you like to deduct from your paycheck? (monthly transit limit is \$270) \$ \_\_\_\_\_

If you have any further questions about the Commuter Benefits Program, please contact:

<enter Contact Name>  
<enter Contact Email>

<enter Contact Phone Number>  
<enter Contact Office Location>

By signing below, you agree to have the amount in Question #2 to be deducted from your paycheck each month on a pre-tax basis and have read and understood all of the terms above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)