

**TRANSIT EXPENSE ACCOUNT
CHANGE IN PARTICIPATION FORM
Parking and Bus Pass/Vanpool**



Plan Year: _____ Employer: _____
SS#: _____ - _____ - _____ Date of Birth: _____
First Name: _____ MI: _____ Last Name: _____
Home Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: (____) _____ Date of Hire: _____
Email: _____

CHANGE IN PARTICIPATION

I hereby revoke any previous authorization for the current year and authorize my employer to make the pre-tax payroll deductions, which I have indicated below. I understand that the deducted amounts will be available for the reimbursement of my qualifying expenses incurred during the calendar year from my effective date under the terms of the formal plan document. I also understand that deductions will be taken in equal amounts from each of my paychecks, but only if my pay is sufficient to cover those amounts. Changes cannot be retroactive.

TRANSIT EXPENSE ACCOUNT - PARKING

NEW ANNUAL ELECTION:

I authorize my employer to deduct \$_____ as my new annual election from my payroll, in equal amounts, to be placed in my Transit Expense Account - Parking. *This amount, combined with payroll deducted parking expenses, may not exceed \$3,240/year. The monthly maximum is \$270, (combined with amounts deducted through your payroll deducted Parking Account).*

NEW MONTHLY ELECTION:

I authorize my employer to deduct \$_____ for each of _____ months from my payroll, in equal amounts, to be placed in my Transit Expense Account - Parking. *This amount, combined with payroll deducted parking expenses, may not exceed \$270/month, (combined with amounts deducted through your payroll deducted Parking Account).*

TRANSIT EXPENSE ACCOUNT - BUS PASS/VANPOOL

NEW ANNUAL ELECTION:

I authorize my employer to deduct \$_____ as my new annual election from my payroll, in equal amounts, to be placed in my Transit Expense Account - Bus Pass/Vanpool. *This amount, combined with payroll deducted bus pass/vanpool expenses, may not exceed \$3,240/year. The monthly maximum is \$270 (combined with amounts deducted through your payroll deducted bus pass/vanpool account).*

NEW MONTHLY ELECTION:

I authorize my employer to deduct \$_____ for each of _____ months from my payroll, in equal amounts, to be placed in my Transit Expense Account - Bus Pass/Vanpool. *This amount, combined with payroll deducted bus pass/vanpool expenses, may not exceed \$270/month (combined with amounts deducted through your payroll deducted bus pass/vanpool account).*

Employee Signature: _____ Date: _____

RETURN COMPLETED FORM TO YOUR HUMAN RESOURCES DEPARTMENT