

# 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 \$3,120/year. The monthly maximum is \$260, (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 \$260/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 \$3,120/year. The monthly maximum is \$260 (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 \$260/month (combined with amounts deducted through your payroll deducted bus pass/vanpool account).***

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED FORM TO YOUR HUMAN RESOURCES DEPARTMENT**