



Commuter Benefits Employee Enrollment Form

Please complete this form to enroll in the Commuter Benefits Program through **Alan J. Blair Personnel Services**.

What is Commuter Benefits?

Commuter Benefits is a federal transportation benefit program that allows employees to save on their transit costs by deducting their commute expenses pre-tax from their paycheck each week. You, the employee, save money because you don't pay taxes on the money you deduct.

How much can I deduct each month?

You can deduct up to \$255/month, (\$56.25 weekly) from your paycheck on a pre-tax basis for transit or vanpool, and an additional \$255/month, (\$56.25 weekly) for parking at your transit or vanpool pick-up location. You can vary your deduction month to month if your commute circumstances change.

VOUCHER INFORMATION:

The amount entered below will be deducted from your check weekly.

1. The benefit will come in the form of a separate deposit with your weekly paycheck.
2. After your initial enrollment you will continue to receive transit vouchers based on the amount deducted as listed below. Please be sure to complete a new form should you want to change the amount of or cancel your enrollment.
3. Please note: some months have 5 weeks; we will divide your monthly amount by 4 weeks, even if that particular month has 5 weeks. There will be no deduction for the 5th week.

\$ _____/weekly for Transit

\$ _____/weekly for Parking

Check here if you use: **Bart daily parking** **Bart monthly or Other parking:** _____(name of lot)

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

Alan J. Blair Team

415-391-5777

Officemanager@alanjblair.com

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

Employee Signature

Date

Employee Name (Print)