

# American Library Association

## Transit Form – Washington DC Salary Reduction

Name \_\_\_\_\_  
(Please print)

Mark  
selection

	New
	Change

Participation effective date \_\_\_\_\_

Enrollments or Changes must be received by HR **before the 6th of the month** to be activated for the following month.

### Mass Transit & Parking Programs

Commonly referred to as a commuter or parking plan, is an IRS regulated program that offers employees the opportunity to save by reducing taxable income. By participating in the Transit Benefit you use pre-taxed dollars to pay for the cost of your commute to work. ALA offers this program for Transit or Parking costs you incur as part of your commute to work. If you use mass transit and pay for parking at a park-and-ride facility, both expenses are eligible as long as you do not exceed the limits. **Maximums are \$325/month for the mass transit and \$325/month for park-and-ride.**

### Mass Transit Program

The Mass Transit Program allows maximum of up to **\$325 a month for commuter**-related mass transit expenses to be paid for on a pre-tax basis and used in that month of the benefit. Savings comes from pretax deduction advantage.

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(\$10 minimum and \$325 maximum)

Smart Trip	
Effective date start: _____	SmartTrip Card Serial Number _____
Monthly Amount Want \$ _____ (will be deducted from payroll in month of benefit) (monthly \$325 maximum)	

\_\_\_\_ (initial) I understand that in compliance with IRS rules: unused pre-tax balance remaining on the account at termination / end of participation **are forfeit and cannot be refunded.**

\_\_\_\_ (initial) To cancel or change participation notify HR **by the 6th of the month** for the following month's benefit.

Signature _____	Date _____
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