

American Library Association

Transit Form – CT 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 \$280/month for the mass transit and \$280/month for park-and-ride.**

Mass Transit Program

The Mass Transit Program allows maximum of up to **\$280 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.

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

(\$10 minimum and \$130 maximum)

Effective date start: _____		Mass Transit Sys _____
Monthly Amount Want \$ _____ (will be deducted from payroll in month of benefit)		ID # _____

____ (initial) I understand that in compliance with IRS rules: unused pre-tax balance remaining on the card at the end of participation the last month 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 _____