American Library Association

Transit Form – Washington DC Salary Reduction

Name__________________________________________
(Please print)

Mark selection

<table>
<thead>
<tr>
<th>New</th>
<th>Change</th>
</tr>
</thead>
</table>

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 $280 maximum)

<table>
<thead>
<tr>
<th>Smart Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective date start: ___________________________</td>
</tr>
<tr>
<td>Monthly Amount Want $__________</td>
</tr>
<tr>
<td>(will be deducted from payroll in month of benefit)</td>
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</tbody>
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_____ (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

DC Transit Frm 2022