



## Commuter Benefits Employee Enrollment Form Mission Graduates

Please complete this form to enroll in the Commuter Benefits Program through **Mission Graduates**. Return this form to Narina Maranyan within HR Department.

### **What are Pre-Tax Commuter Benefits?**

Commuter Benefits is a federal transportation benefit program that allows you to save on your transit costs by deducting your commute expenses pre-tax from your paycheck each month. You save money 25-40% on transit or vanpool expenses because you don't pay taxes on the money you deduct.

**In 2019, the IRS mandated limit for pre-tax contributions to commuter benefits accounts increased: To \$265 per month in transit expenses.**

When you sign up for Commuter Benefits pre-tax deductions, we will make your requested deduction on the **15<sup>th</sup> and 30-31<sup>st</sup>** of the month and deliver your commuter check to you **by the end of each month**. Commuter checks are available for pick up on Mondays and Tuesdays only.

### **How much can I deduct each month?**

You can deduct up to \$265/month from your paycheck on a pre-tax basis for transit. You can vary your deduction month to month if your commute circumstances change.

**How much would you like to deduct from your paycheck? (monthly transit limit is \$265) \$ \_\_\_\_\_**

By signing below, you agree to have the elected amount to be deducted from your paycheck each month on a pre-tax basis and have read and understood all of the terms above. You understand that the monthly deduction will be split into two equal portions and deducted equally from each of your bi-monthly paychecks. Any changes to commuter check contributions will be effective at the end of each month. Changes or cancellations must be submitted in writing.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

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

Narina Maranyan  
Operations Manager  
415-864-5205 ext#802  
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