



City of Alameda- California Transportation Spending Account (TSA) Payroll Deduction Worksheet

Please complete and submit this worksheet to the Human Resources Department by the 10th of every month. Commuter check benefits will begin the first pay date of the month following the date of submittal.

Effective Date of Participation: _____

Step 1: Participant Information

*=Required Fields

*Participant Name (First, MI, Last)

*Social Security Number

* Address

*City

*State

*Zip Code

 - -

*Day Telephone

*Hire Date (mm/dd/yyyy)

* Birth Date (mm/dd/yyyy)

Step 2: Contribution Information

The IRS monthly maximums for pre-tax contributions is \$270 for eligible Mass Transit and Parking.

I elect a Mass Transit monthly contribution of \$ _____
(Please note: This amount can be changed from month to month).

I elect a Parking monthly contribution of \$ _____
(Please note: This amount can be changed from month to month).

Please Check One: (If one is not selected, you will automatically be placed in the Recurring Payroll Deduction Option)

Recurring Payroll Deductions: My payroll deductions will remain the same each month and I would like the same amount to be deducted each payroll through the end of the plan year.

Payroll Deductions will Change: My payroll deductions will vary each month, I agree to notify my employer each month with my election amount.

Step 3: Participant Authorization

By signing this form, I authorize my employer to deduct the elected amount from my pay on each pay date. I hereby consent that all personal information and selections made are correct.

*Participant Signature

*Date

Commuter Benefits Employee Handout



**BENEFITS IN
TRANSIT.**

Save more during your commute to and from work.

Who couldn't use a little more money? The commuter benefit is a great perk that saves you up to 40% or more! A Commuter Benefits Plan is a great way to reduce your commuting expenses by allowing you to set aside pre-tax money for qualified transit and parking expenses you incur while getting to and from work.

Transit Benefit

Pay for transportation to and from work tax-free. Common eligible expenses include transportation through train, bus, subway and ferry. For 2016, up to \$255 per month can be contributed on a pre-tax basis.

Parking Benefit

Pay for parking at or near your regular place of employment tax-free. For 2016, up to \$255 per month can be contributed on a pre-tax basis.

Note: Tax benefits vary by state.

Simple Access to Your Funds

With the benefits debit card, participants can pay providers at the time of service directly from their transit and/or parking account. If the parking facility does not accept debit card payments, participants may also pay out of pocket and then submit a reimbursement request. Participants may submit parking claims to Discovery Benefits online through the consumer web portal. Sign up for free direct deposit to receive your reimbursement as quickly as possible.

Parking and transit receipts may or may not be required, depending on your employer's plan setup. However, we recommend that participants keep receipts for their own records regardless of whether receipts are required for the plan.

Additional Plan Features

- 24/7 online account access
- Mobile apps and text alerts
- Single sign-on for all reimbursement accounts
- Use the same debit card to access both parking and transit funds

Metro Commuters

If you live in the Washington, D.C. area, your commuter benefits may work a bit differently. If your employer participates in Discovery Benefits' SmartCommute Program, you will be able to load commuter funds onto your WMATA SmarTrip® card from a commuter page on your consumer web portal.

Interested in commuter benefits? Contact your employer to find out more about your enrollment options.

Our knowledgeable Participant Services team is available from 6:00 am to 9:00 pm CST Monday through Friday.

Please contact them with any questions about your benefit plan.

Toll-Free: 866-451-3399

Email: customerservice@discoverybenefits.com.

Access additional information on your Commuter Benefits Plan at www.discoverybenefits.com.

Discovery Benefits®
www.DiscoveryBenefits.com

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