



# Commuter Services

## Pre-Tax Parking and Transportation Plan

Available to all Eligible Jefferson Employees



### How the Plan Works

Jefferson's Pre-Tax Parking & Transportation Plan provides an opportunity for you to save tax dollars on the daily purchase of parking coupons, monthly parking, SEPTA, PATCO, Amtrak and NJ Transit items from Commuter Services (CS).

Employees put aside pre-tax dollars to pay for qualified monthly parking and transportation costs.

Up to \$230.00 for mass transportation and \$230.00 for parking may be reduced from your salary each month.

An enrollment form including a salary reduction agreement is required with the amount of monthly salary reduction. This enrollment form is submitted to Commuter Services or Payroll.

The pre-tax salary reduction becomes effective in the pay period following the one in which the form is submitted is made.

Cost savings will vary based on participants' tax bracket and cost of items selected. Sample cost savings:

Annual Salary	Estimated Tax Savings	
	Mass Transit (\$2,760 Annual Limit)	Parking (\$2,760 Annual Limit)
\$25,000	\$663.50	\$663.50
\$50,000	\$892.97	\$892.97

Once enrolled, employees must go to purchase parking coupons, SEPTA, PATCO, Amtrak and NJ Transit items. Depending on item cost and amount put aside in the pre-tax account, employees either pick up their purchases with no cash outlay or pay only the portion of the cost not covered by the amount in the pre-tax account.

Employees are responsible for monitoring their paychecks to ensure that proper reductions are being made. Participants may change or terminate the salary reduction option at any time by submitting a new enrollment form.

Unused balances in the Employee Transportation Account "carry over" from month-to-month and from year-to-year. At termination of employment from Jefferson, amounts remaining in the Transportation Account will be forfeited.

### Enrollment Procedure

- Step 1** Determine your monthly commuting costs.
- Step 2** Select a monthly amount to be withheld from your pay on a pre-tax basis – up to \$230.00 for mass transportation and \$230.00 for parking.
- Step 3** Decide when you want your monies reduced from your pay: elect a single monthly reduction (the first pay of each month) or bi-weekly reductions (the first and second pays of each month).
- Step 4** Complete and sign the attached enrollment form.
- Step 5** Forward to Commuter Services via fax: 215-923-3653 or interoffice mail: CS: 1009 Chestnut Street or Payroll: 539 Scott

Note: At the time you complete your enrollment form, you need not specify what amounts you intend to use for parking or for mass transportation.

1009 Chestnut Street  
215-955-6417 Fax: 215-923-3653  
www.jefferson.edu/cso

JG 09-2826

### THOMAS JEFFERSON UNIVERSITY

#### Enrollment Form

New  Change

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_

SS or Employee # \_\_\_\_\_

Department \_\_\_\_\_

Campus Mailing Address \_\_\_\_\_

Phone Extension \_\_\_\_\_

Employer (check one):  TJU  TJUH  JUP

I understand this monthly pre-tax salary reduction cannot exceed \$230.00 for Mass Transit and \$230.00 for Parking expenses (\$460.00 total).

I authorize the following amount to be deducted from each bi-weekly pay (24 Pays). \$ \_\_\_\_\_

OR

I authorize the following amount to be deducted from the first pay of each month (12 Pays). \$ \_\_\_\_\_

Check one below:

I understand that this salary reduction amount can be used for full or partial payments of monthly mass transit and/or parking expenses. If my employee status changes from active to a leave of absence, short term or long term disability, termination, etc., I am responsible for notifying CS. This pre-tax salary reduction will remain in effect until I notify CS, in writing, as to any changes and/or cancellation.

I hereby terminate my current salary reduction agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_