



## Enrollment / Change Form Transit and Parking

Save up to 40%\* on \$260 worth of monthly transit expenses and/or \$260 worth of eligible parking\*\* expenses in 4 easy steps:

1. Use the order form below to tell your company how much you want to contribute each month to your commuter benefits program. Please note: Transit amounts may only be spent on transit, and Parking amounts may only be spent on eligible parking\*\* — they cannot be mixed.
2. A Transit and/or Parking Account will be set up on your behalf. A \$70 train ticket will cost you only about \$42. A \$120 monthly parking space will cost you about \$72.\* If your pass or parking cost is more than the pre-tax limit, you can pay the balance with a personal credit card.
3. Use your Transit Account to buy transit passes and vanpool vouchers from our online catalog at [www.wageworks.com](http://www.wageworks.com). Use your Parking Account to place your parking order.
4. Get your transit pass delivered free to your home or your parking payment sent directly to your parking provider.

Also, Select "Every Month" at [www.wageworks.com](http://www.wageworks.com) and you'll automatically get the same transit, vanpool or parking order every month until you change or cancel it. Or, place a new order each month at [www.wageworks.com](http://www.wageworks.com).

**Save Money** – Use Passport to pay with pre-tax dollars and save up to 40% on the cost of transit passes.

**Save Time** – Get your transit pass delivered free to your home, or your parking payment sent directly to your parking provider.

Go to [www.wageworks.com](http://www.wageworks.com) and click on the Public Transportation demo to see our selection of thousands of transit passes and vanpool vouchers from 330 metro areas in all 50 states.

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Please complete the following and return to: \_\_\_\_\_

1. Employee Name: \_\_\_\_\_  
 Office Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 ID Code (last 4 digits)† : \_\_\_\_\_

2. This is (check one):
- New Transit Account Election (effective \_\_\_\_\_ 1st, 20\_\_ )
- New Parking Account Election (effective \_\_\_\_\_ 1st, 20\_\_ )
- Change of Transit Account Election (effective \_\_\_\_\_ 1st, 20\_\_ )

3. A. Please enter the Transit election you want each month: \$ \_\_\_\_\_  
 (Any amount between \$25 and \$260. This amount can be exact, i.e. \$75.25.)

- B. Please enter the Parking election you want each month: \$ \_\_\_\_\_  
 (Any amount between \$25 and \$260. This amount can be exact, i.e. \$185.75.)

4. Employee Signature: \_\_\_\_\_  
 By submitting this form on paper or electronically you agree that your employer is authorized to deduct the amount you elected from your regular pay.

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\* You save taxes on the first \$255/month in eligible transit and vanpool expenses and the first \$255 in eligible parking expenses. If your federal marginal tax rate is 28%, your state marginal tax rate is 4.35%, and you pay FICA (including Medicare) of 7.65%, then you will save 40%, or \$28 on a \$70 pass and \$48 on a \$120 parking space. If your marginal tax rates are higher, you would save more, if lower, you would save less.

\*\* "Eligible Parking" is parking at or near work, or parking at or near public transportation you use to get to work. Visit [www.wageworks.com](http://www.wageworks.com) for more information.

† Your ID Code is the last 4 digits of your Social Security Number, your Employee Number or other reference number assigned by your program sponsor. Please check the enrollment instructions provided by your program sponsor for more information about your ID Code.