<u>Instructions for completing a TransitBenefit Transportation Spending Account (TSA)</u> <u>Enrollment Form (For Senior College Employees)</u>

(Please print all information clearly)

Enrollment Action Section: Check off the reason for submission of this form.

If you are suspending your transportation deductions, this form must be submitted to your College Benefits Officer at least 3 weeks in advance of the pay date in which you want to suspend your transportation deductions. Make sure to complete the Suspend TSA Deduction Section of this form. Deductions for administrative fees will continue to be deducted from your pay in order to keep your TSA active throughout the year.

<u>Mailing Address Section:</u> Your TSA Card will be mailed to the address you provide on this form. Make sure you provide a complete and accurate address in order for you to receive your TSA Card in a timely manner.

Payroll Frequency Section: Select one (1) deduction plan by initialing the box next to the deduction plan you wish to enroll in. Based on the deduction plan you select, the appropriate transportation and administrative fees will be deducted from your pay.

If you select **Option A** your transportation and administrative fee deductions will be taken from your pay twice per month (24 pay dates).

If you are a College Assistant who works and is paid only ten (10) months per year, you may find **Option B** to be more suitable to your transportation needs. This option features administrative fee deductions that will be prorated over 20 pay dates. Transportation and administrative fee deductions are suspended during the two (2) months when there is no pay. Your TSA Card will remain active throughout the year.

If you are an Adjunct who works and is paid only during the spring and fall semesters, you may find **Option C** to be more suitable to your transportation needs. This option features administrative fee deductions that will be prorated over 16 pay dates. Transportation and administrative fee deductions are suspended during the two (2) months when there is no pay. Your TSA Card will remain active throughout the year.

If you select **Option D** (Suspended Summer Deductions) the transportation deductions from your summer vacation pay will automatically be suspended. Your administrative fee deductions will continue through the summer and your TSA Card will remain active. Your transportation deductions will automatically resume in the fall.

TransitBenefit Deduction Examples

If you select:

- The Occasional Rider Bi-weekly Option A (24 pay dates)
 Pre-tax transportation deductions of \$21.75 and post-tax administrative fees of \$0.90 will be taken from your pay. Your total TransitBenefit deduction each pay will be \$22.65.
- The Express Rider Bi-weekly Option A (24 pay dates)

 Pre-tax transportation deductions of \$60.00, post-tax transportation deductions of \$28.83 and post-tax administrative fees of \$0.90 will be taken from your pay. Your total TransitBenefit deduction each pay will be \$89.73.

The Occasional and Frequent Rider Plans are completely pre-tax. The Express Bus Rider Deduction Plan is pre and post-tax as follows:

Payroll Frequency	Pre-Tax Deduction	Post-Tax Deduction				
Bi-Weekly Option A & D	\$60.00	\$28.83				
Bi-Weekly Option B	\$60.00	\$30.20				
Bi-Weekly Option C	\$60.00	\$32.25				

<u>Deduction Codes Section:</u> Your Benefits Officer must complete and sign this section.

You must initial next to the authorization for the deduction of the replacement card fee and make sure to sign the TSA Enrollment/Change Form. Return the completed and signed enrollment form to your College Benefits Officer.

$CUNY\ TransitBenefit\ Transportation\ Spending\ Account\ (TSA)\ Enrollment\ /\ Change\ Form\ Please\ submit\ form\ to\ your\ Benefits\ Officer\ -\ SENIOR\ COLLEGES$

IMPORTANT INFORMATION FOR EMPLOYEE

Your TransitBenefit Transportation Spending Account Card is provided as a pre-tax benefit contingent upon continuing deductions from your gross pay. Your taxable wages reported to the IRS at the end of the year will be reduced by the total of your annual pre-tax TransitBenefit Transportation Spending Account deductions. Your TransitBenefit Transportation Spending Account Card will be mailed to the mailing address you provide on this form. Please make sure that the mailing address you provide is correct.

	Spending Account Card wi	ll be mail	ed to the ma	ailing addres	ss you prov	vide on thi	s form. Ple	ase mak	e sure that t	he mailing a	ddress	s you provid	le is correct.		_	
	ENROLLMENT ACTION		EW mroll)	(Change	GE ESS/TELI e address t ard is to be	o which t	Ei the	CHANGE DEDUCTION PLAN (Change amount deducted per pay period) CHANGE DEDUCTION DEDUCTION (Close your TSA account) CANCELLATION (Close your TSA account)								
II	EMPLOYEE DENTIFICATION	Employee Social Security # Home Telephone (Your telephone # is required by the bank) First Name MI Last Name (Your name exactly as it appears on your check stub)														
	MAILING ADDRESS	Street Address (Line 1) Street Address (Line 2) City Included: Apt#, FL# or Box# if applicable Included: Apt#, FL# or Box# if applicable Street Address (Line 2) Street Address (Line 2) Street Address (Line 2)													able	
	THESE PERMITTION IN LINE AND SUCCESSION PASSES AND SUCCESSION OF SUCCESS															
i	DEDUCTION PLANS THESE DEDUCTION PLANS ARE SUGGESTED BASED ON FREQUENCY OF RIDES AND PAYROLL CYCLE. SELECT ONE PLAN WITHIN YOUR PAYROLL CYCLE BY INITIALING THE BOX NEXT TO THE PLAN YOU CHOOSE.															
	Occasional Rider Monthly						V Unlimited Ride Weekly Trip Plan Plan					-Weekly T	rip Plan	Ex	press Bus l	Rider Plan
	PAYROLL FREQUENCY	Employee Initial	Deduction Twice Per Month	Admin Fee Deduction Twice Per Month	Employee Initial Deduction	Twice Per Month	Admin Fee Deduction Twice Per Month	Employee Initial	Deduction Twice Per Month	Admin Fee Deduction Twice Per Month	Employee Initial	Deduction Twice Per Month	Admin Fee Deduction Twice Per Month	Employee Initial	Deduction Twice Per Month	Admin Fee Deduction Twice Per Month
	BI-WEEKLY OPTION A 24 Pay Dates		\$21.75	\$0.90	\$4	40.50	\$0.90		\$43.50	\$0.90		\$51.00	\$0.90		\$88.83	\$0.90
	BI-WEEKLY OPTION B 20 Pay Dates		\$22.00	\$1.08	\$4	40.50	\$1.08		\$44.00	\$1.08		\$51.70	\$1.08		\$90.20	\$1.08
	BI-WEEKLY OPTION C 16 Pay Dates		\$22.50	\$1.35	\$4	40.50	\$1.35		\$45.00	\$1.35		\$53.00	\$1.35		\$92.25	\$1.35
	*BI-WEEKLY OPTION D SUSPENDED SUMMER DEDUCTIONS 24 Pay Dates		\$21.75	\$0.90	\$4	40.50	\$0.90		\$43.50	\$0.90		\$51.00	\$0.90		\$88.83	\$0.90
	*NO TSA DEDU	CTIO	NS IN S	SUMME	R. DE	DUCT	TIONS	FOR	ADMIN	NISTRA	TIV	E FEE	S WILL	CO	NTINU	Ε.
SUSPEND TSA DEDUCTION Submit at least 3 weeks before you want to suspend your deduction. Deductions for administrative fees will continue. PAY DATE TO SUSPEND DEDUCTION PAY DATE TO RESUME DEDUCTION																
IF MY CARD IS LOST OR STOLEN AND I REQUEST A REPLACEMENT CARD, I UNDERSTAND THAT I WILL BE CHARGED A FEE OF \$5 PER OCCURRENCE VIA PAYROLL DEDUCTION. I HEREBY AUTHORIZE THE CITY UNIVERSITY OF NEW YORK (CUNY)/STATE COMPTROLLER TO DEDUCT THE REPLACEMENT CARD FEE FROM MY PAY CHECK (Must initial)																
I HEREBY AUTHORIZE CUNY/STATE COMPTROLLER TO DEPOSIT MY PAYROLL DEDUCTION AS INDICATED ABOVE INTO MY TRANSPORTATION SPENDING ACCOUNT. I ALSO GRANT AUTHORIZATION FOR THE REVERSAL OF A CREDIT TO MY ACCOUNT IN THE EVENT THE CREDIT WAS MADE IN ERROR. I UNDERSTAND THAT UNDER THE "NATIONAL AUTOMATED CLEARING HOUSE ASSOCIATION" OPERATING GUIDELINES AND RULES, CUNY/STATE COMPTROLLER CAN ONLY REVERSE THE AMOUNT OF THE INCORRECT DIRECT DEPOSIT. I UNDERSTAND THAT THIS AUTHORIZATION WILL REMAIN IN EFFECT AND THAT I MAY REVOKE OR MODIFY THIS AUTHORIZATION AT ANY TIME BY PROVIDING A WRITTEN REQUEST TO MY AGENCY BENEFITS OFFICE. I ALSO UNDERSTAND THAT IF TRANSPORTATION DEDUCTION RATES INCREASE, THE NEW RATES WILL BE AUTOMATICALLY APPLIED.																
I HAVE READ THE "FREQUENTLY ASKED QUESTIONS" AND UNDERSTAND THE TERMS AND CONDITIONS. I UNDERSTAND THAT IN ORDER TO MAINTAIN MY TSA CARD ACTIVE, AN ANNUAL ADMINISTRATIVE FEE OF APPROXIMATELY \$21.60 WILL BE DEDUCTED FROM MY POST-TAX PAY ON AN ANNUALIZED PRO-RATED BASIS.																
EMPLOYEE SIGNATURE DATE																
PayServ Deduction Codes (To Be Completed By College Benefits Officer Based on above chart) Enter appropriate PayServ deduction code and dollar amount based on employee selection. Pre-tax & post-tax amounts should be entered for the Express Rider Option.																
CUNY Pre-Tax TransitBenefit 4 3 8 \$																
	CUNY P	ost-Tax	TransitBe	nefit		4	3	9]	\$.			-		
CUNY Administrative Fee TransitBenefit						4	4	0	1	\$. [

CUNY Replacement Card Fee (\$5.00 per occurrence)

Benefits Officer Signature