Instructions for completing a TransitBenefit Transportation Spending Account (TSA) Enrollment Form (For Community College Employees)

(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.

Employee Identification Section: You must indicate your employee reference number on this form. The reference number is located on your pay statement.

Mailing Address Section: 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 each pay period.

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 22 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 18 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 work at LaGuardia Community College during the spring and fall semester, you may find Option D 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 four (4) months when there is no pay. Your TSA Card will remain active throughout the year.

If you work at Kingsborough Community College during the spring and fall semesters, you may find Option E to be more suitable to your transportation needs. This option features administrative fee deductions that will be prorated over 14 pay dates. Transportation and administrative fee deductions are suspended during the four (4) months when there is no pay. Your TSA Card will remain active throughout the year.

If you select Option F (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 (26 pay dates)
  Pre-tax transportation deductions of $22.50 and post-tax administrative fees of $0.84 will be taken from your pay.
  Your total TransitBenefit deduction each pay will be $23.34.

- The Express Rider Bi-weekly Option A (26 pay dates)
  Pre-tax transportation deductions of $90.00 and post-tax administrative fees of $0.84 will be taken from your pay.
  Your total TransitBenefit deduction each pay will be $90.84.

The Occasional, Monthly Unlimited Ride, Weekly Trip, Bi-Weekly Trip and the Express Bus Rider Plans are completely pre-taxed.

Deduction Codes Section: 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 – COMMUNITY 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.

ENROLLMENT ACTION

<table>
<thead>
<tr>
<th>NEW (Enroll)</th>
<th>CHANGE ADDRESS/TELEPHONE</th>
<th>CHANGE DEDUCTION PLAN</th>
<th>SUSPEND DEDUCTION</th>
<th>CANCELLATION</th>
</tr>
</thead>
</table>

EMPLOYEE IDENTIFICATION

Employee Reference #
First Name
MI
Last Name

MAILING ADDRESS

Street Address (Line 1)
Street Address (Line 2)
City
State
Zip

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.

PAYROLL FREQUENCY

<table>
<thead>
<tr>
<th>PAYROLL CYCLE</th>
<th>Occasional Rider</th>
<th>Monthly Unlimited Ride Plan</th>
<th>Weekly Trip Plan</th>
<th>Bi-Weekly Trip Plan</th>
<th>Express Rider</th>
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<tbody>
<tr>
<td></td>
<td>Deduction Code</td>
<td>Deduction Per Payday</td>
<td>Admin Fee Per Payday</td>
<td>Deduction Code</td>
<td>Deduction Per Payday</td>
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<tr>
<td>12 Pay Dates</td>
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<td>$1.35</td>
<td>2000 $44.50</td>
<td>$0.84</td>
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<tr>
<td>16 Pay Dates</td>
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<td>$1.35</td>
<td>2022 $44.50</td>
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<td>18 Pay Dates</td>
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<td>$1.35</td>
<td>2018 $44.50</td>
<td>$1.00</td>
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<td>14 Pay Dates-Only LAG CC</td>
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<td>$1.54</td>
<td>2016 $44.50</td>
<td>$1.35</td>
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<tr>
<td>14 Pay Dates-Only KCC</td>
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<td>2014 $44.50</td>
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<tr>
<td>26 Pay Dates</td>
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<td>$1.35</td>
<td>2002 $44.50</td>
<td>$0.84</td>
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NO TSA DEDUCTIONS IN SUMMER. DEDUCTIONS FOR ADMINISTRATIVE FEES WILL CONTINUE.
NOTE: For the Monthly Unlimited Ride Plan, no transportation deduction will be taken from the first pay date of months that have 3 bi-weekly pay dates. Administrative fees will continue.

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 of New York to deduct the replacement card fee from my pay. ___________________ (Must initial)

I hereby authorize the city of New York to deposit my payroll deduction as indicated above into my Transportation Spending Account. I also 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 ____________

PMS Deduction Codes (To Be Completed By College Benefits Officer Based on above chart)
Enter appropriate PMS Plan Code based on employee selection.

<table>
<thead>
<tr>
<th>JSN</th>
<th>Payroll #</th>
<th>Check Digit</th>
<th>Deduction Code</th>
<th>Plan Code</th>
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<td>2</td>
<td>0</td>
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TSA Replacement Admin Fee Code 9 9 1 8 5 .

Benefits Officer Signature ___________________ Date ____________

Updated May 2009