Instructions for completing a TransitBenefit Transportation Spending Account (TSA) Enrollment Form (For Senior 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.

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 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 $24.50 and post-tax administrative fees of $0.90 will be taken from your pay. Your total TransitBenefit deduction each pay will be $25.40.
- The Express Rider Bi-weekly Option A (24 pay dates)
  Pre-tax transportation deductions of $97.50 and post-tax administrative fees of $0.90 will be taken from your pay. Your total TransitBenefit deduction each pay will be $98.40.

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 – 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.

<table>
<thead>
<tr>
<th>ENROLLMENT ACTION</th>
<th>NEW (Enroll)</th>
<th>CHANGE ADDRESS/TELEPHONE (Change address to which the TSA Card is to be mailed)</th>
<th>CHANGE DEDUCTION PLAN (Change amount deducted per pay period)</th>
<th>SUSPEND DEDUCTION (Temporarily stop deduction for your TSA account)</th>
<th>CANCELLATION (Close your TSA account)</th>
</tr>
</thead>
</table>

**EMPLOYEE IDENTIFICATION**

- 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
- 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.

<table>
<thead>
<tr>
<th>PAYROLL FREQUENCY</th>
<th>Occasional Rider</th>
<th>Monthly Unlimited Ride Plan</th>
<th>Weekly Trip Plan</th>
<th>Bi-Weekly Trip Plan</th>
<th>Express Bus Rider Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee Initial Deduction</td>
<td>Employee Initial Deduction</td>
<td>Employee Initial Deduction</td>
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<td>Twice Per Month</td>
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<td>Twice Per Month</td>
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<tr>
<td>BI-WEEKLY OPTION A</td>
<td>$24.50</td>
<td>$0.90</td>
<td>$44.50</td>
<td>$0.90</td>
<td>$48.75</td>
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<tr>
<td>24 Pay Dates</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BI-WEEKLY OPTION B</td>
<td>$24.75</td>
<td>$1.08</td>
<td>$44.50</td>
<td>$1.08</td>
<td>$49.50</td>
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<tr>
<td>20 Pay Dates</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BI-WEEKLY OPTION C</td>
<td>$25.50</td>
<td>$1.35</td>
<td>$44.50</td>
<td>$1.35</td>
<td>$50.75</td>
</tr>
<tr>
<td>16 Pay Dates</td>
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</tr>
<tr>
<td><em>BI-WEEKLY OPTION D SUSPENDED SUMMER DEDUCTIONS</em></td>
<td>$24.50</td>
<td>$0.90</td>
<td>$44.50</td>
<td>$0.90</td>
<td>$48.75</td>
</tr>
<tr>
<td>24 Pay Dates</td>
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</table>

*NO TSA DEDUCTIONS IN SUMMER. DEDUCTIONS FOR 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.

**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.

<table>
<thead>
<tr>
<th>CUNY Pre-Tax TransitBenefit</th>
<th>CUNY Administrative Fee TransitBenefit (Post-Tax)</th>
<th>CUNY Replacement Card Fee ($5.00 per occurrence)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
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<tr>
<td>3</td>
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<td>0</td>
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<tr>
<td>8</td>
<td>$</td>
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</tbody>
</table>

**Employee**

**Signature**

**Date**

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Updated June 2009