

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 two (2) 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.

