

## How To Enroll In The TransitBenefit Transportation Spending Account (TSA) Program

1. Obtain the required program documents from your College Benefits Officer or the CUNY website at [www.cuny.edu/transitbenefit](http://www.cuny.edu/transitbenefit). These documents are:
  - a. The TransitBenefit Transportation Spending Account (TSA) *Enrollment/Change Form*,
  - b. The TransitBenefit TSA *Terms & Conditions* and,
  - c. TransitBenefit TSA *Frequently Asked Questions*.
  
2. Read the *Terms & Conditions* and the *Frequently Asked Questions* before completing the TransitBenefit TSA *Enrollment/Change Form*.
  
3. Submit the completed and signed TransitBenefit TSA *Enrollment/Change Form* to your College Benefits Officer. Make sure to initial:
  - a. The box next to the deduction plan you wish to enroll in and,
  - b. The statement authorizing the replacement card fee to be deducted from your pay if and when you request a replacement TSA Card.