

# American Library Association

## Transit Form – PA Salary Reduction

Name \_\_\_\_\_  
(Please print)

Participation effective date \_\_\_\_\_

Mark  
selection

	New
	Change

Enrollments or Changes must be received by HR **before the 6th of the month** to take effect the following month, e.g. form submitted by January 5<sup>th</sup> will be effective February 1<sup>st</sup>. **Pennsylvania participants will get a reimbursement after submitting receipts.**

**Mass Transit & Parking Programs**

Commonly referred to as a commuter or parking plan, is an IRS regulated program that offers employees the opportunity to save by reducing taxable income. By participating in the Transit Benefit you use pre-taxed dollars to pay for the cost of your commute to work. ALA offers this program for Transit or Parking costs you incur as part.99(as p)-004c\*The Mass Transit Program allows

maximum of up to **\$325 a month for commuter**-related mass transit expenses to be paid for on a pre-tax basis and used in that month of the benefit. Savings comes from pretax deduction advantage.

Pennsylvania participants will make contributions to their transit account via payroll deductions and will **receive a reimbursement of the transit expenses by submitting reimbursement form with copies of paid receipts for the transit expenses paid for that month to accounts payable.** Participants may receive reimbursements up to the total monthly amount contributed in the account when they submit a claim for that month. The receipts of amount paid to transit system must be incurred within the month the benefits were deducted for the month and while the participant is an eligible employee and participating in the plan.

If a participant terminates employment, participation in the plan will also end. Any remaining balance in the account can be claimed with receipts for the period prior to the termination date. Funds must be available in the account to be reimbursed.

IRS sets limits allowed to spend in any given month. Your spouse or dependent’s commuter expenses are not eligible for reimbursement. Expenses submitted through this benefit cannot be resubmitted through an income tax return.

\*Please note that IRS regulations do not permit reimbursements for expenses older than 180 days from the time at which the expense was incurred.

\_\_\_\_\_ (initial) To cancel or change participation notify HR **by the 6th of the month** for the following month’s benefit.

(\$10 minimum and \$325 maximum)

Effective date start: \_\_\_\_\_

Mass Transit Sys \_\_\_\_\_

Monthly Amount Want \$ \_\_\_\_\_

ID # \_\_\_\_\_

(will be deducted from payroll in month of benefit)

AMERICAN LIBRARY ASSOCIATION  
**QUALIFIED PARKING REIMBURSEMENT FORM  
 & Pennsylvania Transit Reimbursement**

DIRECTIONS to request reimbursement

1. Complete the request form below, please print clearly.
2. Attach your parking receipt(s) to this form.
3. Send your form and receipt(s) to Accounts Payable at ALA, Chicago, IL 60601.

Reimbursements received by the 30th will be issued by the 15th of the following month.

Reimbursements will be done for up to 90 days prior to date of request, any amounts prior to that are forfeit.

EMPLOYEE INFORMATION

NAME \_\_\_\_\_ (print) \_\_\_\_\_ Location \_\_\_\_\_

For the Month of \_\_\_\_\_

Date	Amount Paid	Reimbursement Request
Reimbursement Request Total		

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