

the transit program, notify HR **by the 6th of the month** for the following benefit.

Mass Transit & Parking Programs

Commonly referred to as a commuter or parking plan, is an IRS regulated program that offers emplooo.

Park and Ride.

Parking Transit Program

The Parking Transit Program reimburses a participant for certain commuter-related parking expenses

a claim for that month. The receipts of paid parking services must be incurred while the participant is an eligible employee and participating in the plan.

Important Points about Parking

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

permit reimbursements for expenses older than 180 days from the time at which the expense was incurred.

____ (initial) I understand that in compliance with IRS rules: unused pre-tax balance remaining on the account at termination / end of participation **are forfeit and cannot be refunded.**

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

Participation effective date _____	Monthly Benefit Election _____ (monthly \$325 maximum)
Signature _____	Date _____

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

