

Save up to 30%\* on \$265 worth of monthly transit expenses and/or \$265 worth of monthly eligible parking\*\* expenses in four easy steps:

1. Use the order form below to tell your employer how much you want to contribute each month to your commuter benefits program. Please note: Transit amounts may *only* be spent on transit, and Parking amounts may *only* be spent on eligible parking – they cannot be mixed.
2. A Transit and/or Parking Account will be set up on your behalf. If your transit pass or parking cost is more than the pre-tax limit, you can pay the balance with a personal credit card.
3. Use your Transit Account to buy transit passes and vanpool vouchers and your Parking Account to place your parking order at [www.wageworks.com](http://www.wageworks.com).
4. Get your transit pass delivered free to your home and/or your parking payment sent directly to your parking provider.

**Save Money:** Use your Commuter Account to pay with pre-tax dollars and save up to 30% on the cost of transit passes and parking expenses.\*

**Save Time:** Get your transit pass delivered free to your home, or your parking payment sent directly to your parking provider.

Go to [www.wageworks.com/employees/commuter-benefit-accounts](http://www.wageworks.com/employees/commuter-benefit-accounts) to learn more.

Also,

When ordering at [www.wageworks.com](http://www.wageworks.com), select "Every Month" to automatically get the same transit, vanpool, or parking order every month until you change or cancel it. Or, use the "Manage Calendar" option to start/stop your order to fit your commuting needs.

Please complete the following and return to: \_\_\_\_\_

- 1 Employee Name \_\_\_\_\_  
Office Phone Number \_\_\_\_\_  
Email \_\_\_\_\_  
ID Code (last 4 digits)† \_\_\_\_\_

- 2 Check all that apply:
- |                          |                                  |                               |
|--------------------------|----------------------------------|-------------------------------|
| <input type="checkbox"/> | New Transit Account Deduction    | (effective _____ 1st, 20____) |
| <input type="checkbox"/> | New Parking Account Deduction    | (effective _____ 1st, 20____) |
| <input type="checkbox"/> | Change Transit Account Deduction | (effective _____ 1st, 20____) |
| <input type="checkbox"/> | Change Parking Account Deduction | (effective _____ 1st, 20____) |
| <input type="checkbox"/> | Stop Transit Account Deduction   | (effective _____ 1st, 20____) |
| <input type="checkbox"/> | Stop Parking Account Deduction   | (effective _____ 1st, 20____) |

- 3 A. Please enter the Transit deduction you want each month: \$  (Any amount between \$1 and \$265. This amount can be exact, i.e. \$185.75.)
- B. Please enter the Parking deduction you want each month: \$  (Any amount between \$1 and \$265. This amount can be exact, i.e. \$185.75.)

- 4 **Employee Signature** \_\_\_\_\_  
By submitting this form on paper or electronically, you agree that your employer is authorized to deduct the amount you elected from your regular pay.

\* Assumes a combined tax rate of 30%, including FICA, state and federal income taxes. Actual amounts may vary. Individual savings may vary based on income, individual tax rates, state of residence and other factors.

\*\* "Eligible Parking" is parking at or near work, or parking at or near public transportation you use to get to work. Visit [www.wageworks.com](http://www.wageworks.com) for more information.

† Your ID Code is the last 4 digits of your Social Security Number, your Employee Number or other reference number assigned by your employer.