



## **Employer Compliance Procedures Commuter Benefits Ordinance 199-08, SF Environment Code Section 421**

San Francisco's Commuter Benefits Ordinance 199-08, SF Environment Code Section 421, requires all registered businesses in San Francisco that have 20 or more employees who work an average of at least 10 hours a week within the previous calendar month to offer one of the following options:

1. A pre-tax deduction program to pay for transit or vanpool expenses under existing Federal Tax Law 132(f).
2. Employer paid monthly subsidy for transit or vanpool expenses equivalent to the value of a San Francisco MUNI Fast Pass.
3. Free shuttle service on a company-funded bus or van between home and place of business.

Under the Ordinance, San Francisco Department of the Environment (SF DOE) is responsible for promulgating rules, regulations and forms implementing the Ordinance, and for enforcing compliance by San Francisco employers. For more information on the Ordinance, visit [www.commuterbenefits.org](http://www.commuterbenefits.org), call (415) 355-3727, or email [commuterbenefits@sfgov.org](mailto:commuterbenefits@sfgov.org).

### **Compliance Instructions:**

An Ordinance Compliance Form can be found on the reverse of these instructions. Please return completed Compliance Form:

- By mail: "CB Ordinance", 11 Grove Street, San Francisco, CA 94102
- By fax: (415) 554-6393
- By email: [commuterbenefits@sfgov.org](mailto:commuterbenefits@sfgov.org)

SF DOE staff will issue Certificates of Compliance upon receiving Compliance Forms. Certificates should be posted at the worksite in an area visible to employees.

### **Who is required to fill out a Compliance Form?**

All San Francisco businesses should submit a Compliance Form, whether or not they need to comply with the Ordinance. Businesses not covered by the Ordinance can fill out the exemption portion of the form.

### **What defines a San Francisco business?**

Pursuant to the SF Business & Tax Regulations Code, any individual or entity engaging in business in San Francisco must obtain a business registration certificate from the Office of the Treasurer & Tax Collector. For questions about business registration obligations, contact Taxpayer Assistance at (415) 554-4400 or visit [www.sfgov.org/tax](http://www.sfgov.org/tax), click on the "Download Business Forms" link in the Business Zone section, and download the document titled "Understanding Business Registration PDF."

### **How many forms should be submitted for a "controlled group of corporations?"**

Only one Compliance Form should be filed for all entities within the same "controlled group of corporations" (as defined for purposes of income tax filing). If you are filing this form on behalf of several entities in the same "control group", specify all entity names in the "notes" section. All members of a "controlled group of corporations" are considered one employer under the Ordinance, and all employees of each entity must be counted to determine the size of the employer.

### **Where is this form due?**

To avoid penalties, businesses must return a completed Compliance Form to the address, fax number, or email listed above.



**The City & County of San Francisco  
Commuter Benefits Ordinance 199-08  
Employer Compliance Form**

Please submit a completed form by mail: "CB Ordinance", 11 Grove Street, San Francisco, CA 94102, by fax: (415) 554-6393, or by email: [commuterbenefits@sfgov.org](mailto:commuterbenefits@sfgov.org).

Employer Information	
Employer Name:	
Contact Name & Title:	
Contact Email:	Contact #:
Employer Address:	Zip Code:

Program Information	
<input type="checkbox"/> Check this box if your business is exempt and justify in the "notes" section.	
What type of benefit is being offered?	<input type="checkbox"/> Pre-tax Transit <input type="checkbox"/> Employer-paid Subsidy <input type="checkbox"/> Shuttle
How long have you had a program in place?	
How are you administering the benefit?	<input type="checkbox"/> Third Party Company <input type="checkbox"/> In-house
If using a Third Party Company, please specify the company name:	
How are employees receiving their benefit?	<input type="checkbox"/> Transit Vouchers <input type="checkbox"/> Transit Passes <input type="checkbox"/> Reimbursements <input type="checkbox"/> Shuttle Service
Total # of SF employees who are eligible for the benefit:	
Total # of SF employees participating in the program:	
Notes:	

Upon receiving completed forms, Department of the Environment staff will mail a Certification of Compliance to the contact and address listed above. The Certificate must be posted at the worksite in an area visible to employees.

By signing this verification, I certify that the Employer listed above is:

- In compliance with the San Francisco Commuter Benefits Ordinance 199-08
- OR-
- Exempt from the San Francisco Commuter Benefits Ordinance 199-08.

In addition to English, I would like employee materials in:	<input type="checkbox"/> Spanish	<input type="checkbox"/> Chinese
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Signed by:	Date:
Signature:	

For more information on the Commuter Benefits Ordinance, please visit [www.commuterbenefits.org](http://www.commuterbenefits.org) or contact the San Francisco Department of the Environment at (415) 355-3727 or [commuterbenefits@sfgov.org](mailto:commuterbenefits@sfgov.org).