

FRONT OF SAMPLE PAYCHECK INSERT

<Enter Company Name> is pleased to offer Commuter Benefits to you!

Insert
Company Logo

What is Commuter Benefits?

Commuter Benefits is a federal transportation benefit program that allows employees to save on their transit costs by deducting their commute expenses pre-tax from their paycheck each month. You, the employee, save money because you don't pay taxes on the money you deduct. When you sign up for Commuter Benefits pre-tax deductions, we will make your requested deduction on the <enter monthly deduction date> of the month and deliver your transit benefits to you by <enter date each month employees will receive their benefit>.

Example: <change this example to reflect your program procedures.> It's the month of February. You enroll in Commuter Benefits and you elect to have \$62 deducted from your paycheck pre-tax and would like to get that \$62 as a monthly Muni Fast Pass "M". You will see a \$60 pre-tax deduction on the last paycheck of the month. You will receive a voucher to purchase your Muni Fast Pass "M" from your employer prior to the 1st of March.

Quick Questions:

How much can I deduct each month? You can deduct up to \$125/month from your paycheck on a pre-tax basis.

How will I receive my benefit?

Employees can choose to receive their benefit in these forms:

<enter what you will be offering (i.e. transit vouchers/debit cards, Clipper Cards, etc)>

How do I sign up?

Employees need to fill out an enrollment form, they can be found at <enter location>.

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Important Dates to Remember:

- <Here you want to tell employees when they can enroll, change, or cancel orders>
- <Here you want to tell employees when they will receive their transit orders>
- <Here you want to tell employees where their benefit will be delivered or where they can pick it up>
- <Include any other relevant dates for your business here>

Need More Information?

Contact Name: _____

Office Hours: _____

Office Location: _____

at <ADDRESS, EMAIL, PHONE>