



HUMAN RESOURCES
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Transportation Spending Account Program Enrollment and Change Form

| | | |
|-------------------|-----------------|--------------|
| Last Name, First: | Panther #: | HR Use Only |
| Campus Email: | Campus Phone #: | Employee ID: |

This program allows benefits-eligible employees who do not have daily parking the opportunity to have their transportation expenses pre-tax deduction as well. Regular, monthly on-campus parking through payroll deduction is managed by Auxiliary Services.

There are three categories of qualified transportation expenses:

- **Parking** – work-related costs paid by an employee to park near the University premises, or at a location from which an employee commutes to work by car pool, van pool, or mass transit.
- **Van Pool** – work-related costs paid by an employee to commute to and from the University in a highway vehicle with a seating capacity of at least seven adults, including the driver.
- **Passes** – work-related costs paid by an employee to commute to and from the University on MARTA.

Transportation Spending

| | | | | |
|--|--------------------------------------|--|----------------|--|
| PARKING (Ex: Budget card) | Monthly Amount Maximum - \$220/mo | | Effective Date | |
| TRANSPORTATION (Ex: MARTA, Van Pool, Translt) | Monthly Amount Maximum - \$115/mo | | Effective Date | |

Effective date is the first of the following month from date of signature.

NOTE: Academic Faculty in a paid status in the summer sessions will continue to have their deduction taken on their summer paychecks. You may make a change to your account by submitting a Transportation Change form to the Benefits office.

I authorize Georgia State University to withhold the monthly amount indicated from my pay on a pre-tax basis. I understand the monthly amount(s) elected will be divided across the number of paychecks I receive each month.

Employee Signature _____ Date _____

| FOR HR USE ONLY | | | |
|------------------|--|----------------|--|
| Pay Group | | Payroll Date | |
| Deduction Code | | Date Processed | |
| Deduction Amount | | HR Initials | |