**[Company Name] is pleased to offer Commuter Benefits to you!**

**What are Commuter Benefits?**

Commuter Benefits are a federal transportation benefit program that allows you to save on your transit costs by deducting your commute expenses Pre-Tax from your paycheck. You can save anywhere between 20-40% on transit expenses.

**Example:** It’s the month of February. You submit your Commuter Benefits Enrollment Form requesting a monthly deduction of $86, via email, to the Third-Party Administrator (see contact information below). Your deductions will begin starting with the next calendar month. The first two pay periods of March will contain a Pre-Tax Deduction in the amount of $43.00. By the 7th of April the total amount deducted in March will be uploaded to your Orca Card.

**How much can I deduct each month?** You can deduct up to $270/month from your paycheck on a Pre-Tax basis.

**How will I receive my benefit?** Your monthly deduction will be uploaded by your employer to your ORCA card.

**How do I sign up?** You need to fill out an enrollment form, which can be found by contacting [administrator] directly or by requesting one from your manager.

**Important Remember:**

You can enroll at [Month Year] if you have an average of 10 hours per week in the previous calendar month. Participation will start on the subsequent month.

You can submit a request to change the monthly amount by submitting a revised Enrollment Form. Any changes will take effect starting with the subsequent month.

It is the Employee’s responsibility to maintain an average of 10 hours per week for each calendar month in which they are participating in the program.

It is the Employee’s responsibility to maintain the hours required to allow for the first two pay period deductions of the month. Any employee that does not have the necessary hours will be removed from the program and will need to resubmit a new Enrollment Form in order to participate.

**Need More Information/Request Enrollment Form**

Contact your [administrator]

Email:

Phone: