



# 2019 Commuter Benefits Change Form

01/01/2019 – 12/31/2019

Election Change Information:		
Mass Transit	Parking	
<input type="checkbox"/> Increase	<input type="checkbox"/> Increase	Increase changes received after the 3 <sup>rd</sup> of the month will be effective the 1 <sup>st</sup> of the following month
<input type="checkbox"/> Decrease	<input type="checkbox"/> Decrease	Decrease changes received after the 3 <sup>rd</sup> of the month will be effective the 1 <sup>st</sup> of the following month
<input type="checkbox"/> Stop Deduction	<input type="checkbox"/> Stop Deduction	All stop requests received after the 3 <sup>rd</sup> of the month will be effective on the last business day of the following month (account will remain open)

Employee Information:			
Effective Date		Last Four of SSN	xxx-xx-
Employee Name		EE Number	
Company Name		Client Number	
Email Address		Cell Number	

Changes to your Commuter Benefits:		
Type of Account	New Monthly Election	<b>2019 IRS monthly maximum pre-tax contributions are \$265.00</b>
<input type="checkbox"/> Mass Transit	\$ _____	
<input type="checkbox"/> Parking	\$ _____	

*\*Amounts over the maximum pre-tax allowed will automatically roll over to post-tax*

My pay schedule is:	
<input type="checkbox"/> Weekly – based on 48 deductions	<input checked="" type="checkbox"/> Bi-weekly – based on 24 deductions
<input type="checkbox"/> Semi-monthly – based on 24 deductions	<input type="checkbox"/> Monthly – based on 12 deductions

### Authorization and Acknowledgement:

By signing this form, I authorize my employer to deduct the elected amount from my pay each pay date. I hereby consent that all personal information and selections made are correct.

<b>Employee Signature</b>	<b>Date</b>
<i>Please scan and email the completed form to <a href="mailto:benefits@abelhr.com">benefits@abelhr.com</a> or fax to Abel HR at 609-860-0440</i>	

### Guidelines for Commuter Benefits when a Termination occurs:

Per IRS Regulations, a participant is entitled to make a purchase *up to the date of termination* using the debit card or be reimbursed for qualified commuter expenses incurred up to the date of termination. If you wish to be reimbursed for expenses incurred up to date of termination, receipts must be received by Discovery Benefits no later than 90 days after date of termination (run-out period).

BENEFITS USE ONLY					
Date Received	# of Pay Periods	Amount Per Period	Date Entered EE Record	Date Entered with Vendor	Entered By