



### Pre-Tax Transit Benefit Enrollment Form

The City of San Rafael is pleased to introduce a pre-tax transportation fringe benefit program to all employees who utilize public transportation or vanpools\*.

This transportation fringe benefit program will enable you to take advantage of the IRS 132(f) tax code provision allowing employees to take a pre-tax deduction from their salary up to **\$255.00 per month** for transit.

Employees do not pay federal and state income, Social Security or FICA taxes on money that is set aside for these pre-tax benefits. Employees who set aside monies for transportation fringe benefits can save significantly per year with pre-tax savings.

Employees who elect to participate:

- Will receive a voucher which is used as the dedicated benefit payment when purchasing transit passes or loading fare media value (Clipper Card) from transit authorities and its retailers. The nearest location to purchase passes is at the Customer Service Center at the San Rafael Transit Center. They are open M-F, 7am-6pm.
- Can request benefit voucher in the exact amount as needed (e.g. \$50, 65, \$101.25, \$125, etc.).
- Can contact TranBen customer support with questions by phone at 877-587-6236 or by email at [support@tranben.com](mailto:support@tranben.com).
- May use the transit voucher for over a year (validity period).

This transportation benefit is for the exclusive use by City of San Rafael employees, and cannot be transferred, sold, or given to anyone else. This benefit is only for use with public transportation or vanpools\*. **Carpooling, individual driving, tolls, gas and parking for occasional work related purposes are not eligible for this benefit.**

To sign up, please fill out and return this form to Human Resources.

1. How much would you like to deduct? \$ \_\_\_\_\_  Transit *per pay period (max of \$127.50)*
2. In what denomination would you like to receive your voucher(s) if different from total amount above? If no amount listed, one (1) voucher will be issued for the full amount listed above each payday.

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

(Ex. Listed \$100 above, but need \$35 for Clipper Card and \$65 for vanpool).

Vouchers are available for pick up in the Human Resources office the day after each pay day.

To cancel or change your deductions, please contact Human Resources at 485-3391. You may cancel at any time; only 2 changes are allowed per calendar year.

By signing below, you acknowledge that:

- You agree to allow the total in Question #1 to be deducted from your paycheck on a pre-tax basis.
- You have read, understood, and agree with all of the terms above.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Again, the City of San Rafael is pleased to offer this excellent benefit to the organization, as it is a great way for employees to save money. Please contact us at [human.resources@cityofsanrafael.org](mailto:human.resources@cityofsanrafael.org) if you have any questions.



\*A vanpool is a vehicle occupied by 6 to 15 people traveling together. For more information on starting or joining a vanpool, visit the Enterprise RideShare website at <https://www.enterpriserideshare.com/vanpool/en.html>.