

SAMPLE DOCUMENT

Employee's Compensation Reduction Election for Transportation Fringe Benefits

I, _____, an employee of _____, elect to reduce my compensation by \$_____ for the upcoming pay period beginning on _____ and ending on _____, in exchange for up to \$_____ of qualified transportation fringe benefits for the period.

This agreement automatically renews for each subsequent pay period unless I provide written, signed and dated notice revoking the election *before* the start of the new pay period. Also, the agreement terminates upon the end date of the employer-employee relationship.

Technical Note:

Qualified transportation fringe benefits include transportation in a commuter highway vehicle, transit passes, and qualified parking, subject to statutory limits. The employer may issue qualified commuter highway vehicle and parking fringe benefits by prepaid vouchers or by reimbursement. The employer may issue qualified transit pass fringe benefits by cash reimbursement *only* when transit passes are not readily available for purchase and distribution by the employer.

Employee Name: _____

Employer Name: _____

Employee Signature: _____

Employer Signature: _____

Date: _____

Date: _____