

# M E M O R A N D U M

**To:** All Benefited Employees

# Date: September 2016

**Re: Monthly Pretax Parking Options**

The pre-tax program enables participants to have their taxable compensation reduced by the amount of the charge for qualified parking purchases up to the stated maximum. Your participation in this program has the effect of lowering the amount you pay for parking passes. If necessary, feel free to come to the Office of Parking and Transportation for a more detailed explanation of savings through these plans.

Certain conditions, defined by both federal and state tax regulations apply to this pre-tax option and are important for you to understand before you make the decision to participate. An enrollment form must be signed in advance of any pre‐tax payroll deductions upon first enrollment.

Once made, the enrollment is “**irrevocable for a semester pass for the entire semester” and irrevocable** for that month for all other passes unless you have a **“qualifying event”**. You will need to notify parking and transportation 30 days prior to any monthly changes.

**Qualifying events** are defined as: 1) termination of employment, 2) change in work location, 3) substantial leave of absence, such as maternity leave or Family Medical Leave, or 4) change in residence. In the event that your parking needs change without a “qualifying event,” parking deductions will continue at the existing rate for the remainder of that month.

The maximum **monthly** amounts for shelter under a Pre-Tax Program for Calendar 2016 are as follows.

**Parking** $255.00 from 2016 Federal taxes and $255.00 from 2015 MA State taxes

**Transit Passes** $255.00 from 2016 Federal taxes and $130.00 from 2016 MA State taxes

Pre-Tax Parking deductions for the Long Term Pass, the Semester Pass\*, 60‐day park pass, 45‐day park pass and Transit Passes will begin under the schedule specified on the attached enrollment form.

*\*Re: Semester Passes: Semester Passes are valid from the first day of classes (January 2016) through Commencement (June 2016) for the Spring 2016 Semester; and the first day of class September 2016 through December 31, 2016 for the Fall 2016 Semester.*

If you are a new enrollee in the Transit Pass Program, you must also complete the Transit Pass Order Form, available in the Department of Parking and Transportation. . Should you have questions concerning this Program, please call the Parking and Transportation Office at 7‐5043.

PASS OPTIONS

* **Monthly Parking** -This $1,152.00 annual deduction will be taken in the first 2 pay periods of each month in the amount of $48.00 per pay period. (monthly cost $96.00)
* **Semester Parking** -This deduction will be taken in as close to equal amounts as possible in each bi-weekly paycheck of the months of January and February for the Spring Semester Pass and in the months of June and July for the Fall Semester Pass for a total of 85.50 bi-weekly in January/February and $85.50 bi-weekly in June/July. (Total of $342.00 for each semester.)
* **45 Park Pass** - This deduction of $238.00 will be taken in 3 pay periods of $79.34 ($79.32 for 3rd payment) each pay period.
* **60 Park Pass** - This deduction of $300.00 will be taken in 3 pay periods of $100.00 each pay period or as arranged with benefits office.

\* Please fill out attached form

**University of Massachusetts Boston**

**AUTHORIZATION FOR PARKING PRE-­‐TAX PAYROLL DEDUCTION**

**NOTE: “Rates are subject to change**”

I authorize the Department of Parking and Transportation to implement pre-­‐tax deduction from my bi-­‐weekly paycheck for the following choice(s):

**Long Term Monthly Parking $1,152.00 per yr.**

**Deduction of $48.00 first 2 pay periods each month. (Monthly cost of $96.00)**

**Semester Parking** – Spring Yr.

Fall Yr **$342.00 per semester.**

**Deduction of $85.50 bi-­‐wkly in Jan/Feb for Spring pass and June/July for Fall pass.**

**\*Semester Parking (Long Term) \*(automatic reactivation of existing pass each semester)**

**45 Park Pass $238.00 Deduction of $79.34 for 3 pay periods**

**60 Park Pass $300.00 Deduction of $100.00 for 3 pay periods**

**Discontinue the Current Parking Program** – PASS type .

Effective Date .

I understand that under State and Federal tax regulations this must be an irrevocable monthly election unless a qualifying

event occurs. Qualifying events are defined to include: 1) termination of employment, 2) change of residence, 3) change in work location, or, 4) commencement of a substantial leave of absence, such as Maternity Leave, Family Medical Leave or Sabbatical. In the event that my need for parking or transit passes changes without a qualifying event, I understand that parking deductions will continue at the existing rate until a 30 notice is given to Parking and Transportation. If I discontinue participation in the Program due to a qualifying event, I understand that I must wait until the beginning of a new month to re-­‐enroll.

**Name (please print)**

**Employee ID**

**Department** Extension

**Signature** Date

**Return completed form to the Department of Parking and Transportation**

**Parking & Transportation:\_** **DATE:**

**Signature**

\*prices are subject to change Form revised 9/2016