

CITY OF WEST PALM BEACH TRANSIT PASS FRINGE BENEFIT

HERE'S HOW IT WORKS!

Internal Revenue Service regulations permit employees to obtain transit passes and exclude the value of the pass from their wages. In exchange, the employee agrees to reduce their wages by the cost of the pass. Employees will be able to obtain a Tri-Rail pass OR Palm Tran Pass. Because of current limitations on the dollar amount that can be excluded from an employee's taxable income, it is not currently possible to purchase both a Tri-Rail pass and a Palm Tran pass under this program.

TRI-RAIL

Purchase of a Tri-Rail pass benefits the employee in two ways: First, the employee's taxable in wages are reduced by the cost of the pass. Second, the City has an employer discount agreement with Tri-Rail, which allows employees to purchase the pass at a discount (\$75.00).

PALM TRAN

Employee's can elect to obtain Palm Tran passes under this program and take advantage of the tax benefit, but Palm Tran is not currently offering City employees a discount rate(\$70.00).

The reduction for the pass is taken out of the first check in the month following the employee's authorization for the mass transit pass reduction. The City pays for the passes and distributes them with the second check of the month. The employee then may use the pass in the following month. It is important to understand that the reduction will be taken from your check in advance of the month for which the pass is valid.

TO GET THIS BENEFIT, YOU NEED TO DO THE FOLLOWING!

- 1. Request a City of West Palm Beach Tri-Rail Salary Reduction Agreement or a City of West Palm Beach Palm Tran Salary Reduction Agreement from Human Resources 401 Clematis Street, 3rd Floor, West Palm Beach, FL 33401; phone (561) 494-1000.**
- 2. Complete, sign, and date the form.**
- 3. Return it to Human Resources Department no later than the 15th of the month prior to the month for which you want the reduction to start. After the reduction is taken, you will receive your pass for the following month. For example: Robert Anderson completes and signs his form and submits it to Human Resources by October 15th. The reduction is taken from his first paycheck in November. With the second paycheck in November, he receives his Tri-Rail Pass for December.**

THAT'S IT!

The City will continue to automatically take the reduction from your earnings and send a pass to you each month. The election will automatically renew for subsequent periods until discontinued by filing a salary reduction discontinuation in accordance with City Policy. **NOTE: YOU MAY DISCONTINUE THE REDUCTION IF YOU WISH.** However, we will not grant a refund, and the reduction will still be taken and the pass distributed, if you do not notify the Human Resources Department by the 15th of the month prior to the month the reduction is made.



"The Capital City of the Palm Beaches"

CITY OF WEST PALM BEACH PALM TRAN SALARY REDEDUCTION AGREEMENT

Check one: _____ New Enrollment _____ Cancel Reduction

Print Name: _____

Employee No.: _____ Work Phone: _____

Employee Payroll Salary Reduction Authorization:

I hereby authorize the City of West Palm Beach to make a reduction of \$70 from my monthly wages on a pre-tax basis to be used for the purchase of a commuter Palm Tran monthly pass. This reduction will be taken from the first paycheck of each month proceeding the effective date of the Pass. The pass will be valid for the following month. I will be using the benefit of this reduction exclusively for my regular daily commute from home to work and return. I will not give, barter, exchange, convey or otherwise transfer the Pass to benefit any other person. I understand that I must possess a City of West Palm Beach employee identification card when using the pass. I also understand that this authorization shall remain in full force and effect until I cancel it or leave the employment of the City, or until the Program is canceled. Further, I understand that if the Pass is lost or stolen, the Pass will not be replaced. I also understand that the \$70 is not refundable if I decide not to use the Pass for the month it is valid.

This form must be submitted to Human Resources by the 15th of the month to begin the reduction the following month. The election will automatically renew for subsequent periods until cancelled by filing a salary reduction cancellation in accordance with City policy. NOTE: YOU MAY CANCEL THE REDUCTION IF YOU WISH. However, we will not grant a refund, and the reduction will still be taken and the pass distributed, if you do not notify the Human Resources Department no later than the 15th of the month prior to the month the reduction is made.

I wish to begin the salary reduction with the first paycheck in mo. _____ yr _____. I will receive my first pass with the second paycheck in mo. _____ yr _____.

Employee Signature: _____ Date: _____

Forward completed form to: City of West Palm Beach Human Resources Department 401 Clematis Street, 3rd Floor West Palm Beach, Florida 33401

Human Resources Use Only

Date Processed _____ Processor _____

"An Equal Opportunity Employer"