



THE CITY OF NEW YORK COMMUTER BENEFITS PROGRAM
PARK-N-RIDE PLAN

Submit completed form to: Your Agency TransitBenefit Coordinator.

www.NYC.gov/payroll

www.getwageworks.com/nyc

IMPORTANT INFORMATION FOR EMPLOYEE

To enroll in the Commuter Benefits Program Park-n-Ride Plan, you must be jointly enrolled in one of the following Commuter Benefits Program TransitBenefit Plans: Commuter Card Plan or the Transit Pass Plan.

Only Parking expenses at or near a public transportation stop or station that you use to commute to work are eligible under this plan. With the Park-n-Ride plan, you pay an administrative fee of \$3.05 per month through payroll deductions.

In this plan, you fund a parking account with WageWorks with your pre-tax and post-tax payroll deductions and you select your Park-n-Ride payment option on the WageWorks system. WageWorks offers three parking payment options: • Pay My Parking • Parking Card • Pay Me Back.

Two business days after you enroll in the Park-n-Ride Plan, go to www.wageworks.com or call WageWorks at 1-877-WageWorks (1-877-924-3967) Monday through Friday, from 8 a.m. to 8 p.m. Eastern Time, to select your preferred WageWorks parking payment option

TRANSITBENEFIT PLAN IDENTIFICATION Please identify the Commuter Benefits TransitBenefit Plan in which you are enrolled by writing your initials in the column next to the plan.

Table with 6 columns: COMMUTER CARD No Admin Fee, Employee Initials, COMMUTER CARD Unrestricted, Employee Initials, TRANSIT PASS, Employee Initials

EMPLOYEE ACTION

Form with checkboxes for: NEW (Enroll), CHANGE PERSONAL INFORMATION, CHANGE DEDUCTION, SUSPEND DEDUCTION, RESUME DEDUCTION, CANCELLATION

EMPLOYEE IDENTIFICATION (All fields in this section are required and must be filled out completely. Please Print.)

Form with fields for: Employee Reference #*, Name, Address Line 1, Address Line 2**, City/State/Zip, Email Address, Telephone

* Located on your pay statement or check stub. ** Apt.#, Fl.# or Box# if applicable.

PARK-N-RIDE DEDUCTION AUTHORIZATION

Form with field: Monthly Deduction Amount \$

SUSPEND OR RESUME PARK-N-RIDE DEDUCTION

Submit at least 2 weeks before you want to suspend your deduction from pay or when you want to resume the deduction from being withheld from pay. Please place your initials next to the action you are authorizing.

Form with fields for: PAY DATE TO SUSPEND DEDUCTION, PAY DATE TO RESUME DEDUCTION (with Month/Day/Year grids and Employee Initials)

EMPLOYEE CERTIFICATION

I hereby authorize the City of New York to deposit my payroll deduction as indicated above into my WageWorks Commuter Benefits Parking Account. I also grant authorization for the reversal of a credit to my account in the event the credit was made in error.

Form with field: Employee Signature and DATE (with Month/Day/Year grid)

AGENCY PAYROLL SECTION

Form with fields: Payroll #, Personal information updated in NYCAPS (Mailing Address, Email Address, Phone Number), NYCAPS ENTRY DATE (with Month/Day/Year grid)

Form with field: I confirm that this employee is jointly enrolled in the following TransitBenefit Plan: Commuter Card No Admin Fee, Commuter Card Unrestricted, Transit Pass

I certify that the above data was entered in NYCAPS via EForms:

Form with fields: Prepared By (Please Print), Signature, Date