



**Santa Clara University**

**Transit Flexible Spending Account Plan  
Election and Change Form  
2019**

<b>Employer:</b>	Santa Clara University				
<b>Employee:</b>					
<b>Employee ID #</b>					
<b>SSN:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address:</b>					
<b>City:</b>		<b>State</b>		<b>Zip</b>	
<input type="checkbox"/>	<i>Check here to indicate an address change</i>				
<b>Date of Hire:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email:</b>					
<b>Effective Date:</b>	<i>(Starts on the pay period beginning the 16<sup>th</sup> of each month to affect the check you receive on the 7<sup>th</sup>)</i>				___/16/2019
<b>Pay Periods Per Year:</b>	<input checked="" type="checkbox"/>	Semi-Monthly (24 pays)			

Flexible Spending Account Elections		
	Per Pay Period	Monthly Total
<b>Transit Deduction (not to exceed \$265.00 per month)</b>	\$	\$

**Authorization:**

I understand that my salary will be reduced by amounts equal to my contribution for the qualified transit expenses for SCU sponsored Section 132(f) benefit as stated above and if my required contributions for the elected benefits are increased or decreased while this agreement remains in effect due to changing transit expenses, I will submit a change form between the first and the 10<sup>th</sup> of the month to be effective the following month.

This agreement is subject to the terms of the SCU's Section 132(f) Qualified Transportation Fringe Benefit provisions, as amended from time to time and shall be governed by and construed in accordance with applicable laws and revokes any prior election and compensation reduction agreement relating to such benefit(s). My signature indicates that I have read and understand the Terms and Conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this completed form to Human Resources, Benefits Office or Fax# 408-554-4360**  
**Any enrollment changes and termination of this benefit can be made on the 1<sup>st</sup> to 10<sup>th</sup> of each month, to be effective the following month.**  
**(Deductions will be taken out on the 16-30/31<sup>st</sup> pay period.)**

### **Please note the following regarding the Transit FSA Program**

- Once your enrollment form has been processed, your CBIZ account will be created and a debit card will be mailed to you
- You can only use the Debit Card for Purchases, you will *not* be reimbursed for any purchases you pay for out of pocket
- You can only use monies that are in your Transit Account
- You can only contribute and spend a maximum of \$265.00 per month
- You will be able to load your Clipper Card if you have the amount available in your Transit Account
- You can use the CBIZ card for Amtrak or any other type of *public transportation* for work
- You cannot use the money for parking
- You can make changes to your account at any time
- You cannot use your debit card towards transit discount tickets the University sells
- Any monies left over at the end of the year will roll over to the following year for you to use

The CBIZ Benefit Card is now an approved payment form for uberPOOL and Lyft Line. Uber, and Lyft, enable commuters to save money by riding uberPOOL or Lyft Line, on their pre-tax dollars.

uberPOOL, and Lyft Line, match people going to the same place at the same time to share an eligible van pool vehicle (six or more seats)

- Commuters can now add their commuter benefits debit cards to their Uber and Lyft accounts. As someone commutes, he/she simply selects the commuter benefit card as the payment method and requests an uberPOOL, or Lyft Line. When requesting an uberPOOL, or Lyft Line with a CBIZ Benefit Card selected as the payment method, Uber, and Lyft will automatically match the commuter with eligible vehicles

For additional information and questions, you can contact CBIZ directly at 800/815-3023