



Santa Clara University

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

Employer:	Santa Clara University				
Employee:					
Employee ID #					
SSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:					
City:		State		Zip	
<input type="checkbox"/>	<i>Check here to indicate an address change</i>				
Date of Hire:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:					
Effective Date:					___/16/2018
<i>(Starts on the pay period beginning the 16th of each month)</i>					
Pay Periods Per Year:	<input checked="" type="checkbox"/>	Semi-Monthly (24 pays)			

Flexible Spending Account Elections		
	Per Pay Period	Monthly Total
Transit Deduction (not to exceed \$260.00 per month)	\$	\$

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 10th 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 1st to 10th of each month, to be effective the following month.

(Deductions will be taken out on the 16-30/31st pay period.)

Please note the following regarding the Transit FSA Program

- 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 \$260.00 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