

Commuter Benefit Account

A benefit to help you save on commuter expenses, including:

- Transit passes
- Non-WSU Transportation Services Parking
- Vanpool participation

Complete this form to request a WageWorks Commuter Benefits Program account. This account can be used to pay for public transit – including train, subway, bus, ferry, non-WSU parking, and vanpool expenses.

Upon receipt of this form, WSU will notify WageWorks of your interest to participate; you will then be able to create an online account to manage your monthly pre-tax or post-tax deductions. You may elect to create a recurring deduction that will remain in place until you submit a change, or each month you may login and identify what you would like your deduction to be for that month. You will also identify if the deductions should be taken before taxes, up to the allowed limit, or post-tax. The option to pause or cancel contributions is available, with the funds you have already contributed staying in your account long as you are employed with WSU.

Learn more at <http://www.wageworks.com/mycommute> or <https://hrs.wsu.edu/commuter-benefit>.

Save Money: Use your Commuter Account to pay with pre-tax dollars and save up to 30% on your commuter expenses.

Save Time: Get your transit pass delivered free to your home, or your parking payment sent directly to your parking provider.

Request to Participate in the Commuter Benefit

For the convenience of its employees, Washington State University ("University") permits employees to voluntarily enroll in an IRS §132(f) compliant Commuter Benefits program. By signing this form, I am requesting my interest to create a WageWorks account, and as a participant, I understand that:

- The University will transmit my personal data, including address, WSU ID#, email address, and date of hire to the administrator of the plan, WageWorks. **I am responsible to keeping this account information up-to-date**, and if I move I need to enter my new address onto my WageWorks account. Failure to do so would result in my commuter pass being non-deliverable, and extra expenses incurred to issue a new card.
- I am responsible for updating my monthly payroll deductions online directly with WageWorks by the 10th of the month. These new deductions will be available to use the first of the following month.
- I understand this benefit is **NOT** the WSU Transportation Services parking permit. In locations where employees are able to purchase onsite parking permits via WSU payroll deduction for WSU owned parking lots/garages, I would continue to purchase those permits via normal WSU Transportation Services processes.

Last Name:	First Name:	Middle:	Date:	WSU ID No.:
Current Address, City, St, Zip:				Campus Phone:
Signature:		Department & Work Location:		Vanpool?
For Benefit Office Use:				
Effective Date:		Entered in Wage Works: <input type="checkbox"/> DATE		

Return this form to: WSU Human Resource Services, PO Box 641014, 139 French Administration, Pullman, WA 99164-1014.
Or submit by fax to 509-335-1259 or emailing hrs@wsu.edu