



Diocese of San Jose's Commuter Tax Benefit Program

PLAN BENEFITS

- **Enrollment can occur at any time.**
- **Eligible Employees can participate even if their commute varies daily.**
- **Benefits do not lapse and may be used as long as an employee remains enrolled.**
- **Reimbursement is easy, just complete reimbursement form, attach you commuter expense receipt and submit to DSJ Benefits Department by the 15th of the month.**

Enrollment and Reimbursement Forms are located at:

www.dsj.org/employees/benefits

(Then please scroll down to Other Employee Plans/Commuter Tax Program)

What are Pre-Tax Commuter Benefits?

Commuter Benefits is a federal transportation benefit program that allows you to save on your transit costs by deducting your commute expenses pre-tax from your paycheck each month. You save money 25-40% on transit or vanpool expenses because you don't pay taxes on the money you deduct.

How much can I deduct each month?

You can deduct **up to \$260 per month** (\$130.00 per pay period) from your paycheck on a pre-tax basis for transit or vanpool costs. You can also deduct up to an additional \$260/month for costs incurred to park at your transit station or vanpool pick-up location. You can vary your deduction month to month if your commute circumstances change. Benefits do not lapse and may be used as long as an employee remains enrolled.

IRS defines a "transit pass" as follows:

"A transit pass is any pass, token, farecard, voucher, or similar item (including an item exchangeable for fare media) that entitles a person to transportation:

- (a) On mass transit facilities (whether or not publicly owned); or
- (b) Provided by any person in the business of transporting persons for compensation or hire in a highway vehicle with a seating capacity of at least 6 adults (excluding the driver)."

Reimbursement

Reimbursement is easy, just complete reimbursement form, attach you commuter expense receipt and submit to DSJ Benefits Department by the 15th of the month for processing.

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