

TransitChek® is an IRS-approved commuter benefits program that lets you save money by paying for your commute by transit or eligible vanpools with tax-free dollars. You are eligible to use up to the IRS allowable amount, tax-free. You can use the interactive calculator at www.transitcenter.com/employees/save.aspx to calculate your estimated savings.

To enroll and begin saving, follow the step-by-step instructions below. Use the **TransitChek Transit Operators List** to find out which product(s) you should choose.

Return this form to your company's TransitChek Program administrator by: _____

STEP 1: SELECT TRANSPORTATION

How do you commute to work? Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Metro-North Railroad | <input type="checkbox"/> NJ Transit Bus |
| <input type="checkbox"/> Long Island Rail Road | <input type="checkbox"/> NJ Transit Rail |
| <input type="checkbox"/> Access-a-Ride | <input type="checkbox"/> Ferry |
| <input type="checkbox"/> MTA NYCT Subway or Bus | <input type="checkbox"/> MTA Bus |
| <input type="checkbox"/> PATH | <input type="checkbox"/> Private Bus Line |
| <input type="checkbox"/> Vanpool | |
| <input type="checkbox"/> Other (please specify) _____ | |

STEP 2: CALCULATE MONTHLY COMMUTING COST

How much are you currently paying for your monthly commute?
\$ _____ / month

STEP 3: TICKET BY MAIL ACCOUNT NUMBERS

Metro-North Railroad and Long Island Rail Road have a program called Mail&Ride that allows riders to receive tickets at home instead of purchasing at windows or machines in stations.

For more information go to www.mta.info.

LIRR Mail&Ride Account # _____

MNRR Mail&Ride Account # _____

Name on Account (First) _____ (Last) _____

STEP 4: DETERMINE MONTHLY PRETAX DEDUCTION AMOUNT

If you are participating in a pretax payroll deduction program, how much of your pay would you like to set aside, tax-free, toward your commute each month (The IRS limit is \$125/month). If TransitChek is being provided as a fringe, insert the amount being offered each month.

\$ _____ / month

STEP 5: PRODUCT SELECTION CHART


Use the **TransitChek Product Selection Chart** on the right to choose the product(s) you would like to use for your benefit. Please note that if you choose more than one product or select multiple denominations of a single product, the total value of all selections can not exceed the IRS limit of \$125/month.

STEP 6: RETURN COMPLETED FORM

Return this completed form to your TransitChek Program administrator. TransitChek products will be distributed to you at work and will be ready to use.

Employee name: _____ Date: _____

TRANSITCHEK PRODUCT SELECTION CHART

TransitChek® MetroCard® 

Pay-Per-Ride Cards (includes 7% bonus)

Quantity			
_____	x \$21.03	=	\$ _____
_____	x \$31.54	=	\$ _____
_____	x \$42.06	=	\$ _____
_____	x \$48.36	=	\$ _____

Unlimited Ride Cards

_____	x \$29.00	=	\$ _____
_____	x \$50.00	=	\$ _____
_____	x \$104.00	=	\$ _____

TransitChek® Card, a prepaid Visa® card (Not Returnable/Not Refundable)

Additional value from a personal debit or credit card can be added to the TransitChek Prepaid Visa® Card to pay for commuting costs that exceed the initial amount on your Card.



Quantity			
_____	x \$30	=	\$ _____
_____	x \$35	=	\$ _____
_____	x \$45	=	\$ _____
_____	x \$50	=	\$ _____
_____	x \$55	=	\$ _____
_____	x \$60	=	\$ _____
_____	x \$65	=	\$ _____
_____	x \$70	=	\$ _____
_____	x \$80	=	\$ _____
_____	x \$89	=	\$ _____
_____	x \$100	=	\$ _____
_____	x \$104	=	\$ _____
_____	x \$110	=	\$ _____
_____	x \$115	=	\$ _____
_____	x \$120	=	\$ _____
_____	x \$125	=	\$ _____

TransitChek® Voucher (Not Returnable/Not Refundable)

Not accepted at MTA NYC Transit subway station booths, Metro-North Railroad, Long Island Rail Road.



Quantity			
_____	x \$15	=	\$ _____
_____	x \$25	=	\$ _____
_____	x \$30	=	\$ _____
_____	x \$35	=	\$ _____
_____	x \$45	=	\$ _____
_____	x \$50	=	\$ _____
_____	x \$55	=	\$ _____
_____	x \$75	=	\$ _____
_____	x \$100	=	\$ _____

Access-A-Ride

Quantity			
_____	x \$2.25	=	\$ _____

Mail&Ride

Long Island Rail Road	\$ _____
Metro-North Railroad	\$ _____

Total of all products selected \$ _____ / month
(Note: Can not exceed \$125/month)