

Transportation Spending Account Payroll Deduction Worksheet

Please complete and submit this worksheet to your employer. This is an internal document used by your employer for data collection purposes. Worksheets returned to Discovery Benefits cannot be processed.

Please note: This amount can be changed from month to month). Recurring Payroll Deductions: My payroll deductions will remain the same each month and I would like the same amount to be deducted each payroll through the end of the plan year. Payroll Deductions will Change: My payroll deductions will vary each month, I agree to notify my employer each month with my election amount.	Step 1: Participant Information =Required Fields	
Participant Name (First, MI, Last) "Social Security Number "Birth Date (MM/DD/YYYY) "Birth Date (MM/DD/YYYY) "Birth Date (MM/DD/YYYY) "Address "City "State "Zip Code "Rep 2: Contribution Information the IRS monthly maximums for pre-tax contributions are \$130 for Mass Transit and \$250 Parking. Belect a Mass Transit monthly contribution of \$	Employer Name	
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	Step 3: Participant Authorization	
	By signing this form, I authorize my employer to deduct the elected amount from my pay and selections made are correct.	on each pay date. I hereby consent that all personal information
Participant Signature Date	Participant Signature	Date