



Mass Transit Subsidy Request

PLEASE PRINT CLEARLY

CROSBY BENEFIT SYSTEMS, INC.

Employee Name _____ SSN/EEID _____
Last First MI

Employer **PRINCETON UNIVERSITY** Email Address _____

Home Address _____
No. Street City ST Zip

Home Phone No. (____) _____ Work Phone No. (____) _____
Area Code Area Code

Please list all monthly transit expenses eligible for subsidy payment. Please indicate the transit authority, monthly pass name, usage month, and amount. Failure to specify any of these requirements will result in no subsidy. **REMEMBER:** Attach all necessary receipts to this document.

Example:

Transit Authority	Monthly Pass	Usage Month	Amount
NJ Transit	Commuter Rail Pass	March	\$275.00

Transit Authority	Monthly Pass	Usage Month	Amount
_____	_____	_____	\$ ____.
_____	_____	_____	\$ ____.
_____	_____	_____	\$ ____.
_____	_____	_____	\$ ____.
Total Expenses			\$ ____.

Submit receipts showing the service by whom, the amount charged, and the date. Retain a copy for your records. Neglecting to submit required receipts MAY DELAY REIMBURSEMENT. You will be reimbursed 50% of the expense through payroll. The subsidy will appear as additional income in a subsequent paycheck following receipt of your subsidy request.

I agree to hold my employer harmless if the Internal Revenue Service or any other tax agency challenges the nature of the payments made under the program and agree to pay any taxes, interest and penalties that may be assessed concerning such payments. I will reimburse my employer for my portion of any additional taxes that may be owed on my behalf should the Internal Revenue Service or any other tax agency successfully challenge the characterization of the payments under the program. I hereby acknowledge that my employer has made no representations or warranties to me whatsoever that the program will be qualified for tax purposes or that I will receive tax benefits I am seeking. I agree to abide by all the terms and conditions of the Program.

PLEASE

SIGN Employee Signature _____ Date _____

Procedures

Each month applicants must complete one of two forms in order to receive the monthly subsidy.

- If you are interested in joining HR's pre-tax Transit Reimbursement program and would like more information about it, please visit <http://www.princeton.edu/hr/ben/parktrans.htm>.
- If you are already enrolled in HR's pre-tax Transit Reimbursement program, and you also wish to sign up for Princeton University's Mass Transit Subsidy, please continue submitting your monthly form and attaching your transit receipt available at: <http://www.princeton.edu/hr/ben/parktrans.htm>
- If you are not enrolled in the HR's pre-tax Transit Reimbursement program, and wish to solely sign up for Princeton University's Mass Transit Subsidy, you must complete this form: <http://www.princeton.edu/transportation/masstransit/MTmonthlyform>
- An original receipt must be attached to each form and submitted by the 10th of each month. Please fax or scan subsidy forms to Crosby Benefit Systems, Inc. at 617-928-0001 or servicecenter@crosbybenefits.com. Employees who have limited computer access may perform these monthly transactions at Transportation & Parking Services located on the A Floor, New South, and submit their receipt attached to said form.

Policies

- Participants must provide an original receipt with the appropriate form each month.
- Original receipts must correctly reflect the cost of a monthly pass and state the specific departure and arrival locations as written on this Mass Transit Application form.
- Transit receipts held for more than 90 days are NOT eligible for a subsidy.

***NOTE: The mass transit subsidy is considered taxable income and is subject to federal and state income taxes. The subsidy will appear as additional income in a subsequent paycheck following receipt of your subsidy request.**

Guaranteed Ride Home

All mass transit participants are eligible to participate in the Guaranteed Ride Home program. The Guaranteed Ride Home program provides a ride home to commuters who use alternative modes of transportation to work. For more information, please visit our website at <http://www.princeton.edu/transportation/faq.html#3b>. Contact Andrea DeRose (8-1656) or Transportation & Parking Services (8-5436) or (8-3157) if a ride is needed.

Questions? Contact Andrea DeRose, TDM Manager, at aderose@princeton.edu or 609-258-1656