

Transportation Subsidy Enrollment Form

Please complete this form to apply to the Transportation Subsidy Benefits program through the Five Colleges, Inc. Return this form to the Business Office at 97 Spring Street, Amherst.

What is the Transportation Subsidy Benefit?

FCI offers for eligible employees a transportation subsidy toward commuting costs. Participating employees receive \$50 each pay period except when out on leave (paid or unpaid). The subsidy continues when an employee is on vacation. This amount is taxable. The subsidy may be used in any way, and no receipts are required.

When you sign up for the Transportation Subsidy, we will add the \$50 directly to your paycheck each pay period. Benefit is available starting January 1, 2017. Payments begin the first pay period after employee's enrollment is verified.

Who is eligible?

To Be eligible, an individual must fulfill all of the following requirements;

- Be a regular full-time or regular part-time employee
- Live at least 15 miles from the FCI office at 97 Spring Street, Amherst
- Have a pay rate less than \$40,000 annually

Employee Information:

Name: _____

Home Address: Street: _____

City: _____ State: _____ Zip: _____

Yes, the benefits of this Plan have been explained to me and I elect to participate as indicated above.

Participant's Signature x _____ Date _____

Employer Section:

Date Received: _____

Pay Date to take effect: _____

Eligibility verified by: _____