

THE CITY OF NEW YORK COMMUTER BENEFITS PROGRAM  
**PARK-N-RIDE PLANS**

Submit completed form to your college TransitBenefit Coordinator

**IMPORTANT INFORMATION FOR EMPLOYEE**

- To enroll in the Edenred Commuter Benefits Park-N-Ride Plan, you must be jointly enrolled in one of the following Edenred Commuter Benefits Plans: Commuter Card Plan or Transit Pass Plan.
- Only parking expenses at or near a public transportation stop or station that you use to commute to work are eligible under this plan. With the Park-N-Ride Plan, you pay an administrative fee of \$2.05 per month through payroll deductions.
- In this plan, you fund your Edenred parking account with your pre-tax and post-tax payroll deductions. You select your Park-N-Ride payment option on Edenred website. Edenred offers three parking payment options: • Commuter Card • Direct Pay • Cash Reimbursement.
- Three business days after you enroll in the Park-N-Ride Plan, go to [www.commuterbenefitsnyc.com](http://www.commuterbenefitsnyc.com) or call Edenred Customer Service at (833) 584-8109, Monday – Friday, 8 am – 8 pm, to select your preferred parking payment option.

**TRANSIT PLAN IDENTIFICATION (Please select ONE)**

**COMMUTER CARD – UNRESTRICTED**

**TRANSIT PASS**

**EMPLOYEE ACTION**

**NEW**  
(Enroll)

**CHANGE PERSONAL INFO**  
(Change Mailing Address,  
Email, or Phone)

**CHANGE DEDUCTION**  
(Change Amount Deducted  
from Pay Each Month)

**SUSPEND DEDUCTION**  
(Temporarily Stop  
Deduction from Pay)

**CANCELLATION**  
(Terminate Payroll  
Deduction)

**EMPLOYEE IDENTIFICATION (Please fill out ALL fields completely. Please print.)**

Employee Reference Number (Located on your pay st-t or check stub)           Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**PARK-N-RIDE DEDUCTION AUTHORIZATION**

Please enter the total amount you want deducted from you pay each month. Monthly Deduction Amount: \$ \_\_\_\_\_ . \_\_\_\_\_

**SUSPEND PARK-N-RIDE DEDUCTION**

Submit at least 2 weeks before you want to suspend your payroll deduction. Remember, administrative fee deductions will continue when applicable. Please note this will only suspend or resume your payroll deduction. To also suspend your Park-N-Ride payment options you must do so directly with Edenred at [www.commuterbenefitsnyc.com](http://www.commuterbenefitsnyc.com) or (833) 584-8109.

PAY DATE TO SUSPEND DEDUCTION   /   /

PAY DATE TO RESUME DEDUCTION   /   /

**EMPLOYEE CERTIFICATION**

I hereby authorize the City University of New York to deposit my payroll deduction as indicated above into my Edenred Commuter Benefit Parking Account.

I also grant authorization for the reversal of a credit to my account in the event the credit was made in error. I understand that, under the “National Automated Clearing House Association” guidelines and rules, the City University of New York can only reverse the amount of the incorrect direct deposit.

I understand that according to the Internal Revenue Code, the average monthly amount of my transportation deductions should not exceed my average monthly cost of public transportation to and from work. If my average monthly cost of public transportation to and from work should change, I will change my deduction plan to accommodate my new circumstance. Furthermore, no reimbursement will be provided for pre-tax transportation fringe deductions. Upon termination, voluntary or otherwise, any funds remaining in my Parking Account will be available for use for a period of 90 days from the effective date of termination. Residual funds remaining in the account beyond the 90 day period will be forfeited.

I understand that the \$2.05 non-refundable administrative fee will be deducted from my post-tax pay each month when there are any financial activities on my Parking Account.

I grant authorization for the City University of New York to provide my enrollment information, including mailing address, phone number and e-mail address to Edenred for use exclusively related to the administration of the program. This authorization will remain in effect until I submit a new request for a change or cancellation.

I understand that my Parking Account balance and information will be maintained by Edenred. Parking orders must be placed directly through Edenred. Parking order processing and balance information is accessible online at [www.commuterbenefitsnyc.com](http://www.commuterbenefitsnyc.com) or by calling Edenred Customer Service at (833) 584-8109.

Employee Signature \_\_\_\_\_ DATE   /   /

**AGENCY PAYROLL SECTION**

Payroll # \_\_\_\_\_ Personal information updated in NYCAPS and PI (check all that apply):  Mailing Address  Email  Phone ENTRY DATE   /   /

I certify that the above data was entered in NYCAPS via PI: Prepared By (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_