Commuter Benefits Plan 2016
Election and Salary Reduction Agreements

I wish to participate in the Commuter Benefits plan organized by the Institute for Advanced Study and administered by CBIZ Flex. The IRS places limitations on the amount that can be withheld on a pre-tax basis. In 2016, the limits are $255.00 per month to reimburse for parking which enables me to take mass transit and $255.00 per month for a monthly mass transit pass. I understand that the Institute will only withhold the pre-tax amount elected up to the IRS limit.

I authorize the Institute to withhold monthly from my paycheck an amount equal to:

$___________ per month to pay for parking which allows me to take mass transit.

$___________ per month to pay for a monthly transit pass.

These payroll deductions will begin immediately and will continue until I notify the Institute in writing, at least 30 days in advance, that I wish to discontinue my participation in this plan. To make changes to your salary deductions, send an email to hr@ias.edu at least 5 days prior to the 1st of the month.

__________________________________  ______________________________
Print Name     Signature

__________________________________
Date