



For Employees working in San Francisco Only
Commuter Benefits Enrollment Form

PsiNapse employees working in San Francisco are eligible to enroll in a transit benefit program as a pre-tax payroll deduction.

The transit benefit program will enable you to take advantage of an IRS tax code provision allowing San Francisco based employees to take a **pre-tax** deduction from their salary of up to \$120 per month for transit. Employee's will be able to deduct up to \$120 a month from their paychecks pre-tax to go towards the purchase of a commuter voucher that works at all Bay Area transit agencies including BART, Cal Train, Muni, and more. Please see the attached document for a comprehensive list of participating transit agencies.

If you are interested in signing up for the program, please fill out and turn in this form to PsiNapse. You can sign up at any time and your pre-tax deductions will be withdrawn the following pay period. The form must be signed and either faxed to (925) 225-0600, emailed to beverett@psinapse.com, or mailed to 5700 Stoneridge Mall Rd, Suite 340, Pleasanton, CA 94588.

1. You can deduct up to \$120 monthly for transit from your paycheck. How much would you like to deduct? **Circle one.**

\$45 \$60 \$85 \$100 \$120 \$180 \$230

2. Your pre-tax deduction will withdraw from the first paycheck of the month to pay for the voucher you will receive the first paycheck of the following month. For example, if you choose to deduct \$100 pre-tax from your paycheck for transit benefits, then your paycheck received on January 16, 2009 will have \$100, pre-tax, withdrawn from it and you will receive a \$100 commuter voucher with your paycheck issued February 13, 2009. If you have pre-tax money for commuter benefits deducted from your paycheck and your employment with PsiNapse terminates for any reason, we will mail the commuter voucher to your last known address.
3. Once you enroll in the program, you are allowed to make changes to your deduction once every 3 months. You may opt to leave the program at any time by notifying PsiNapse in writing (email is acceptable). However, if money has already been deducted from your check, there are no refunds and you will receive one final voucher. Prior to enrolling in this program, please verify with the appropriate transit agency that the amount you have elected will suit your needs. No refunds or cash back will be given by PsiNapse or the transit agencies.

By signing below, you acknowledge that you have read and understood all of the terms above and you agree to allow the selected amount above to be deducted from your paycheck each month on a pre-tax basis.

Employee Signature

Date

Employee Name (Print)

If you have any questions please call PsiNapse at (925) 225-0400.

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