

<b>CARPOOL</b>
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## **ELECTION TO REDUCE TAXABLE PAY AND RECEIVE UNIVERSITY VANPOOL SERVICE**

If you make this election, your regular pay will be reduced up to \$100. Please note the following restrictions of this alternative:

- Your pay reduction cannot be stopped or changed during the calendar year (even if your vanpool expenses change), unless you: **(1)** have a change in family status as determined by the University in its discretion (i.e., new child; your spouse changes jobs; you divorce or marry); **(2)** the change in your mode of travel is consistent with the change in your family status; AND **(3)** you notify Transportation Services of your change in family status within 30 days of the change.
- The vanpool benefit election and pay reduction can only be initiated before the calendar year for which the service is desired, except for mid-year initiation allowed for new hires, or on account of and consistent with a change in family status.

(Check One)

- I choose to reduce my regular pay (up to \$100.00 a month) for vanpool. This pay reduction will continue unless I revoke my choice in writing in December preceding a calendar year.
- No, I am not interested in the tax reduction.
- I choose to cancel my reduction in accordance with the above stated rules and regulations.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please PRINT)

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Payroll# : \_\_\_\_\_

Work #: \_\_\_\_\_ E-mail: \_\_\_\_\_