


TRANSITCHEK® COMMUTER PARKING Employee Enrollment Form

TransitChek® is a commuter benefits program that lets you save money by paying for your qualified commuter parking with tax-free dollars. You are eligible to use up to the IRS allowable amount, tax-free.

To enroll and begin saving, follow the step-by-step instructions below. Return this form to your company's TransitChek Program administrator.

1 CALCULATE MONTHLY PARKING COST	TRANSITCHEK PRODUCT SELECTION CHART																
<p>How much are you currently paying for your qualified monthly parking?</p> <p style="text-align: right;">\$ _____ / month</p>	<p>TransitChek Parking Prepaid Visa® Card (Not Returnable/Not Refundable)</p>  <p>Additional value from a personal debit or credit card can be added to the TransitChek Parking Card to pay for parking costs that exceed the initial amount on your Card.</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Cost/Item</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>x \$ _____</td> <td>=</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>x \$ _____</td> <td>=</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>x \$ _____</td> <td>=</td> <td>\$ _____</td> </tr> </tbody> </table> <p>Total of all products selected \$ _____ / month (Cannot exceed \$270/month)</p> <p><i>NOTE: Employees should not have unused funds on the Card. This is a reimbursement program and if you have excess funds, you must adjust your benefit for future months; failure to do so may expose you and your company to certain tax liabilities including fines and penalties.</i></p>	Quantity	Cost/Item			_____	x \$ _____	=	\$ _____	_____	x \$ _____	=	\$ _____	_____	x \$ _____	=	\$ _____
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<p style="background-color: #4CAF50; color: white; padding: 5px;">2 DETERMINE MONTHLY PRE-TAX DEDUCTION AMOUNT</p> <p>If you are participating in a pre-tax payroll deduction program, how much of your pay would you like to set aside, tax-free, toward your commuter parking each month (The IRS limit is \$270/month). You may not deduct more than your monthly cost. If TransitChek is being provided as a free fringe, insert the amount being offered by your employer each month.</p> <p>\$ _____ / month (may not deduct more than your monthly cost)</p>																	
<p style="background-color: #4CAF50; color: white; padding: 5px;">3 PRODUCT SELECTION CHART</p> <p>Use the TransitChek Production Selection Chart on the right to choose the Card value you would like to use for your parking benefit. Please be sure to select a Card value that is at or below your monthly parking costs. The total Card value cannot exceed the IRS limit of \$270/month.</p> <p><i>NOTE: Please make sure to check to see if your parking facilities accepts Visa debit cards.</i></p>																	
<p style="background-color: #4CAF50; color: white; padding: 5px;">4 RETURN COMPLETED FORM</p> <p>Return this completed form to your TransitChek Program administrator. TransitChek parking products will be distributed to you at work and will be ready to use.</p> <p>Employee name: _____ Date: _____</p>																	

For more information on the TransitChek Parking Card, please check with your company's TransitChek Program administrator.

TRANSITCHEK®
by WageWorks