



MIT/VPSI VANPOOL SUBSIDY PROGRAM Enrollment Application

Program Information

- MIT regular salaried and hourly employees are eligible to participate in the **MIT/VPSI VANPOOL SUBSIDY PROGRAM**. Employees who are classified as temporary or casual are not eligible. Employees may only participate in one MIT subsidized transportation program.
- The maximum monthly vanpool benefit is \$230. The benefit is composed of two components: a \$75 MIT subsidy and up to a \$155, pre tax payroll deduction. The monthly vanpool benefit cannot exceed the actual cost of the service.
- Eligible employees can have up to \$155/month withheld from their regular pay on a pre tax basis. Each month's contribution will be withheld from the last weekly pay check of each month.
- Employees VPSI accounts will be credited the sum of \$75 and the pre-tax deduction amount each month. In some cases VPSI checks will be distributed to the employee. Once checks are distributed, they are the responsibility of the employee. They cannot be replaced if lost or stolen, and cannot be returned. In the event an employee terminates, checks may be returned only for calendar months beginning after termination date.
- Enrollment is on a monthly basis. Proof of vanpool membership must be provided monthly to the MIT Parking and Transportation Office.
- A completed enrollment form must be received by the Parking and Transportation Office no later than the **1st of the month prior** to the month in which enrollment is to begin.
- To terminate enrollment, send written notice to the MIT Parking and Transportation Office no later than the **1st of the month prior** to the month in which enrollment is to terminate.
- Eligible costs for reimbursement are the costs associated with **MIT/VPSI VANPOOL SUBSIDY PROGRAM**. Eligible costs do not include the costs related to the use of a personal vehicle or parking.
- The **MIT/VPSI VANPOOL SUBSIDY PROGRAM** is subject to the tax laws governing such a plan, and is subject to change at any time in order to be in compliance with such laws.

Enrollment Information

Please enroll me in the **MIT/VPSI VANPOOL SUBSIDY PROGRAM**. I authorize the amount indicated below to be withheld from my regular paycheck. I understand the terms and conditions indicated above. I certify that any vouchers provided to me under this Program will be used only for my own commuting to and from work, and will not be given, traded or sold to any other individual.

Monthly Payroll Deduction: \$ _____ (*Maximum \$155.00*)

PRINT NAME

MIT ID#

Department

Signature

Date

Parking Office

T-pass _____

Parking _____

Vanpool _____

INITIALS _____

DATE _____