



## Qualified Transportation Benefits Program

### What is the Qualified Transportation Fringe Benefits Program?

The Research Foundation established the Qualified Transportation Benefits Program (QTB) to allow employees to pay for their work-related parking expenses on a pretax basis. This benefit takes advantage of Section 132 (f) of the Internal Revenue Code, which excludes the amount withheld from earnings to pay for qualified parking from your gross income for purposes of federal and state income tax, as well as Social Security/Medicare tax. This means that your parking expenses end up costing you less - the exact amount depends on your marginal tax bracket. Because your Social Security earnings will be reduced by the amount of your parking expense, the only possible disadvantage is that future Social Security benefits may be somewhat reduced.

### Who is eligible for QTB?

All Research Foundation employees are eligible for this benefit. There is no waiting period.

### What is “qualified parking”?

Qualified parking is parking provided at or near your place of work, or at a location from which you commute to work. **Expenses made through either RF payroll or through the [RF Ride program](#) are eligible.**

The maximum qualified parking expense for 2014 is \$250.00 per month (the IRS adjusts this amount annually for inflation, as needed).

### How does the QTB work?

Your biweekly pay will be reduced by one-half of your monthly parking expense (up to a maximum of \$125.00 per pay period). Parking deductions are taken on a 24 pay period basis. Therefore, no parking deductions are taken from the third paycheck for those months in which there is a third pay day. The Research Foundation will remit these parking payments to SUNY (or to its parking facility agent) on your behalf.

### How do I sign up for the QTB?

You sign up for the parking benefit through your local office handling Research Foundation personnel and payroll. Your payroll deduction will begin as soon as possible following receipt of the application by the Research Foundation. The deductions will be taken on a pretax basis, unless you elect to have them deducted on an after-tax basis by completing the waiver form on the following page.

Once you make your election to participate in the QTB, it will be renewed automatically each calendar year until you change or cancel your election. You can change or cancel your election at any time, but the change can be effective only for future payroll periods. Your QTB deduction will be adjusted by any increase or decrease in your parking expense. Your campus will notify you of any change in parking rates.

### Other information

The QTB is administered by The Research Foundation. Therefore, The Research Foundation has the right to make all determinations regarding entitlement to and the amount of benefits. Although The Research Foundation expects that the QTB will be an ongoing benefit, it reserves the right to terminate or modify the benefit at any time.



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### Waiver of Pretax Parking Deduction

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Location: \_\_\_\_\_

I have authorized payroll deductions for work-related parking expenses. I understand that, under the terms of The Research Foundation of State University of New York Qualified Transportation Benefits Program, the amount that I have authorized will be deducted from my pay on a pretax basis, unless I instruct otherwise.

I hereby instruct The Research Foundation that I wish to opt-out of pretax payroll deductions for parking expenses. Instead, I authorize The Research Foundation to deduct my parking expenses from my pay on an after-tax basis.

I understand that this authorization will take effect as soon as administratively possible, and will remain in effect until I change it.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_