

TRANSPORTATION BENEFITS ENROLLMENT FORM



Please print clearly

EMPLOYER:	DIVISION:		
SSN:	<input type="checkbox"/> OPEN ENROLLMENT: <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE* EFFECTIVE DATE (mm/dd/yy):		
NAME:	BIRTH DATE (mm/dd/yyyy):		
MAILING ADDRESS:	PHONE:	<input type="checkbox"/> M	<input type="checkbox"/> MARRIED
CITY:	STATE:	ZIP:	<input type="checkbox"/> F <input type="checkbox"/> SINGLE
EMAIL:			

If you have not already signed up for direct deposit, it's easy. Visit the Allegiance flex website, www.allegianceadvantage.com.

TRANSPORTATION BENEFITS ELECTION AUTHORIZATION

<input type="checkbox"/> I DECLINE TO PARTICIPATE	PER PAY PERIOD DEDUCTION	◆ NUMBER OF PAY PERIODS	TOTAL ANNUAL AMOUNT ELECTED
	MASS TRANSIT _____ X _____	= _____	
	PARKING _____ X _____	= _____	

◆ PAY PERIODS (check one) 52 = WEEKLY 26 = BI-WEEKLY (EVERY 2 WEEKS) 24 = SEMI-MONTHLY 12 = MONTHLY
 The "Total Annual Amount Elected" will be used to enter election amounts in the Allegiance system.

DEBIT CARD ELECTION AUTHORIZATION (IF OFFERED BY YOUR EMPLOYER)

Yes, I would like the flex debit card for the current plan year. *Please provide an email address to receive debit card communications via email.*

BY ELECTING THE FLEX DEBIT CARD:

1. I may only use the card to pay for eligible expenses and will acquire and provide all requested documentation for those expenses.
2. I may not seek reimbursement under any other plan for expenses paid with the card.
3. I have been provided an explanation of the fees associated with the debit card.

CERTIFICATION *I certify that these are my benefit elections and that:*

1. I authorize the "before-tax" deduction of a portion of my pay based on the elections above.
2. Reimbursement account claims must be accompanied by documentation of the out-of-pocket expense as explained on the reimbursement request form.
3. I understand that coverage applies only to expenses incurred within the plan year and during my period of employment

Both an employee signature and company authorization are required for enrollment to be completed.

Signature: _____ Date: _____

Company Authorization: _____ Date: _____

TFEE 2017

For Allegiance use only

Group Number: _____ Date Completed: _____ Entered By (initials): _____