



HUMAN RESOURCES PRE-TAX COMMUTER BENEFIT PROGRAM ENROLLMENT/CHANGE FORM

Employer Name: City of San José

Employee ID: _____

Last Name:		First Name:	
Phone:	Date of Birth:	Last 4 of SSN (Required):	

Eligible employees can elect up to \$235 per month (\$117.50 semi-monthly; deducted the first two paydays of each month), pre-tax for qualifying transit expenses. Eligible employees are full-time and part-time benefited City employees classified at 20 hours per week or more. Part-time unbenefited are not eligible to participate. For the 2025 year, the City will pay the administrative fee of \$2.50 per employee per month.

For 2025, Federal tax rules allow up to \$325 per month in pre-tax transportation benefits. Since the City is providing eligible employees with SmartPass as a transportation benefit, \$90 per month, the market value of the SmartPass, is allocated towards the current limit of \$325 per month. Therefore, employees can elect up to a maximum of \$235 per month for the Pre-Tax Commuter Benefit.

The SmartPass allows employees to use VTA transit services (Light Rail and Buses) free of charge and Express Buses at a 50% discount. The Commuter Benefit allows employees to pay for non-VTA transit services, such as BART, Caltrain, Highway 17 Express Bus, ACE train and Vanpools with pre-tax dollars.

By signing below, I elect to participate in the City of San José’s Pre-Tax Commuter Benefit Program and have my transportation/commuter election amount deducted semi-monthly on a pre-tax basis. I have entered my semi-monthly election amount in the space provided below. I understand that my election will continue to apply unless and until I complete and submit an Enrollment/Change Form to change my election to Human Resources. I understand that any change to my election will be effective the first semi-monthly payday of the next month, as long as my Enrollment/Change Form is received and processed by Human Resources before the payroll cutoff date.

**Semi-monthly
Election Amount**

Election Type

Pre-tax Commuter Benefit
Maximum: \$117.50 Semi-monthly

- New
- Change
- Cancel

AUTHORIZATION

I hereby elect the pre-tax Commuter Benefit election amount indicated above. I have read and understand the enrollment materials ([Frequently Asked Questions](#) and Enrollment/Change Form and I authorize the City of San José to adjust my pay as required by my election. The deduction will be effective the pay period following the date when HR receives the form. Any balance left unused upon separation of employment will be forfeited.

PARTICIPANT SIGNATURE

DATE