

PRE-TAX TRANSPORTATION PROGRAM

Commute to work on BART? MUNI? Other public transportation? Or perhaps you drive and park in one of the lots close by? You can save money on your taxes by having the cost of your public transportation or parking deducted from your check on a pre-tax basis. Up to \$230 for parking and \$230 for public transportation will be tax free.

Here's how it works:

BART and MUNI

- Complete the deduction form from Human Resources indicating that your deduction is for BART or MUNI and the amount you wish withheld (there are only certain denominations available for BART – check with office personnel for amounts).
- The designated amount will be deducted from your paycheck on a pre-tax basis and sent to a third party administrator, HR Simplified (HRS), who will hold the money in account for you.
- You will receive a debit card pre-paid with the amount of your monthly deduction.
- You can use this debit card to purchase your BART or MUNI tickets from the Hastings bookstore or another retailer.
- If you choose not to use the debit card, you can pay for your tickets out of pocket and submit a claim with receipts for reimbursement to HRS.

OTHER FORMS OF PUBLIC TRANSPORTATION OR PARKING

- If you take public transportation via AC Transit, the ferries or any other agency, or if you drive to work and park in one of the local lots, excluding the Hastings owned lot at Golden Gate & Larkin, you can participate as well. If you park in the Hastings owned lot at Golden Gate and Larkin, the designated deduction will be kept by Hastings and you will be given a monthly pass to park in the lot. Occasional daily parking at the Hastings lot may be paid by the debit card.
- As with BART and MUNI, complete the deduction form indicating the amount you want withheld.
- Once the deduction has been taken from your paycheck, purchase your transportation tickets, purchase your tickets or pay for your parking with the debit card from HRS.

- **If you choose not to use the debit card, pay for your expenses out of pocket and submit a claim with your receipts to HRS for reimbursement.**

REGISTER ONLINE WITH HR SIMPLIFIED (HRS)

- **After you have completed your deduction form you will receive an email from HR Simplified inviting you to register on their website to manage your transportation expenses.**
- **HR Simplified (HRS) is the third party administrator Hastings is now using to manage the Pre-Tax Transportation Program**
- **Register online with HRS at <http://www.hrsimplified.com/>**
- **Once you are enrolled you will receive your debit card via U.S. Mail in 5-7 days.**

Please contact Hastings Human Resources with any questions you might have at 415-565-4703.