

Pre-Tax Transportation Benefit Program

A Program for Eligible Employees of the State Executive Branch



PRE-TAX TRANSPORTATION BENEFIT PROGRAM

The Pre-Tax Transportation Benefit Program ("Program") is being offered to eligible Oahu employees of the State Executive Branch. This is a **tax savings benefit program** which is authorized under the Federal Transportation Equity Act for the 21st Century, Section 132(f) of the Internal Revenue Code (IRC). This Act allows employees to pay for qualified transportation expenses **before** federal, State and FICA taxes are computed.

Please read this flyer carefully so that you can determine the Program's effect on your retirement, social security, deferred compensation, and tax-sheltered annuity benefits.

WHAT QUALIFIED TRANSPORTATION EXPENSES ARE INCLUDED IN THE PROGRAM?

- Bus Passes for TheBus;
- TheHandi-Van service; and
- Vanpool Hawaii fees

WHO'S ELIGIBLE TO PARTICIPATE?

Employees of the State Executive Branch (excluding the DOE) who are eligible to participate in the State of Hawai'i Employees' Retirement System, who live and work on Oahu, and who do not have parking in a State-controlled lot with a parking payroll deduction (for those who would like to enroll in the Program for bus passes and Handi-Van services). If you would like to enroll in the Program for Handi-Van services, you must also possess a current Handi-Van Identification Card issued by TheBus.

HOW DOES THE PROGRAM WORK?

You may authorize your employer to have your designated transportation expenses deducted from your paycheck(s) on a **pre-tax** basis. This means you will save money on your bus pass, Handi-Van or Vanpool Hawaii expenses.

A single recurring monthly payroll deduction will be made **before** federal, State and FICA taxes are withheld.

The single monthly deductions will occur on the 20th of each month. Exception: Deductions for UH faculty will occur on the 15th of each month.

Your employer will purchase a regular bus pass, Handi-Van fare coupons or vouchers redeemable with Vanpool Hawaii and distribute it to you on a monthly basis.

For Senior and Disability Annual Bus Passes: A one-time deduction will be made and a voucher, to be redeemed with TheBus when obtaining your annual bus pass, will be purchased and distributed to you.

Your bus pass, Handi-Van fare coupons or vouchers are for your use only and cannot be used by your spouse, dependents, or others.

HOW MUCH WILL I SAVE?

The savings for each employee will vary depending on your tax bracket, but the following provides an example of how this benefit works:

Based on an annual salary of \$24,000*

	Pre-Tax	After-Tax
Salary	\$24,000.00	\$24,000.00
Pre-Tax	720.00**	0
Taxable Income	23,280.00	24,000.00
Federal Tax	754.00	826.00
State Tax	1,010.00	1,056.00
FICA Tax	1,781.00	1,836.00
After-Tax Deduction	0	720.00**
Spendable Income	19,735.00	19,562.00
Tax Savings Per Year	\$173.00	

*Claiming married and 0 exemptions

**Monthly Bus Pass rate of \$60

Employees participating in the Program for TheHandi-Van service and Vanpool Hawaii fees may expect an even greater annual tax savings!

HOW DO I ENROLL?

Obtain a "State of Hawai'i Pre-Tax Transportation Benefit Program Employee Enrollment Form" or "Enrollment Form" from your **Program Department Coordinator** or you may download it from the HRD website: <http://www.hawaii.gov/hrd/main/EEBenefits/TaxSavingsBenefits/>.

For Bus Passes:

You must submit the completed Enrollment Form to your **Program Department Coordinator**, who must receive it **within sixty (60) calendar days from your date of hire**. A bus pass will be purchased and issued to you, provided a valid payroll deduction can be made from your paycheck.

If you are interested in a Senior or Disability Annual Bus Pass, please call the Department of Human Resources Development, Employee Assistance Office at 587-1169.



For TheHandi-Van services:

Handi-Van eligible employees or employees that become Handi-Van eligible may submit a completed Enrollment Form to your Department Coordinator any time during the year. Handi-Van fare coupons will be purchased and issued to you provided a valid payroll deduction can be made from your paycheck.

You can obtain more information about TheHandi-Van service at the following

website:

<http://www.honolulu.gov/ts/riders.htm>



For Vanpool Hawaii participants:

Vanpool Hawaii participants may submit a completed Enrollment Form to your Department Coordinator any time during the year. Vouchers, redeemable with Vanpool Hawaii for your vanpool fees, will be purchased and issued to you provided a valid payroll deduction can be made from your paycheck.

You can obtain more information about joining a vanpool with Vanpool Hawaii by calling 596-VANS(8267) or visiting the Vanpool Hawaii website at: www.vanpoolhawaii.com

Payroll deductions and issuance of monthly bus passes, Handi-Van fare coupons and vouchers for VanPool Hawaii will automatically continue until you cancel your enrollment in the Program.

MAY I CANCEL MY ENROLLMENT ANYTIME DURING THE YEAR?

Yes, but please keep in mind that you may not re-enroll during this plan year, unless you have a qualifying event to allow re-enrollment (refer to the Program Participant Guide for qualifying events). To cancel, you must submit a "State of Hawai'i Pre-Tax Transportation Benefit Program Employee Cancellation Form" to your Department Coordinator, who must receive it **no less than 35 days prior to the month for which cancellation is to be effective**.

WILL MY RETIREMENT, SOCIAL SECURITY, DEFERRED COMPENSATION OR TAX-SHELTERED ANNUITY PLAN BENEFITS BE AFFECTED?

The Program will not affect your **State Employees' Retirement System (ERS) Plan** benefits.

Participation in the Program may affect your **Deferred Compensation Plan, or Tax-Sheltered Annuity (TSA) Plan** contributions, if your contributions are based on a percentage of your salary, rather than a fixed dollar amount.

Your **Social Security** benefits may be slightly reduced because your Social Security benefits and taxes will be calculated on your reduced salary amount.

For more information, contact your Department Coordinator or visit the HRD website: <http://www.hawaii.gov/hrd/main/EEBenefits/TaxSavingsBenefits/>.

Note: This Informational Flyer is only a brief summary of the Program. The provisions in the "Policy Guidelines and Procedures for the Pre-Tax Transportation Benefit Program" constitute the official explanation of the Program and its benefits, and control over the contents of this Informational Flyer.