

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):	DATE OF HIRE (mm/dd/yyyy):
MAILING ADDRESS:		PHONE:	M F MARRIED SINGLE
CITY:	STATE:	ZIP:	EMAIL:

If you have not already signed up for direct deposit, it's easy. Visit the Allegiance flex website, www.askallegiance.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
4. If this is an election change, expenses are for future date of service.

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

Signature: _____ Date: _____

Company Authorization: _____ Date: _____

2024

For Allegiance use only

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