



360 Lexington Avenue, 8th Floor  
New York, NY 10017  
tel 212.687.5440

[accessstaffing.com](http://accessstaffing.com)

## **Access Staffing NYC TransitChek Policy & Guidelines**

Access Staffing is compliant with the New York City Commuter Benefit Law which allows us to offer temporary employees who commute into or out of NYC via qualified public transportation (subways, buses, ferry's, etc.) the opportunity to purchase, on a monthly basis, either a **TransitChek Prepaid Visa Card of up to \$260** or a **24-trip MetroCard for \$66.00**. This is a savings to you because the funds will come out of your check once a month on a pre-tax basis which lowers your overall tax burden.

- If you are interested in this, you **must** complete and sign the TransitChek Employer Compliance Form which you can find on our website at [www.accessstaffing.com](http://www.accessstaffing.com) under "For Job Seekers – Downloadable Forms" or by simply clicking the following link: <http://bit.ly/TransitChekAccess>
- You **must** return the form to us as soon as possible by email to [info@accessstaffing.com](mailto:info@accessstaffing.com) or by fax to 631-777-5180.
- You can stop receiving or choose to start receiving this benefit anytime in the future by contacting your representative at Access Staffing and by filling out a new form.

The funds will be deducted from the first paycheck of each month to purchase your TransitChek option for the following month. If there are not enough funds in your paycheck to cover your chosen option then no Commuter Benefit will be offered to you that month.

The Visa Card or MetroCard can be picked up in our office on the last Friday of each month to use the following month. No cards will be mailed out and no one can pick-up a card without proper government issued photo ID.

Keep in mind that the prepaid Visa card option can only be used to purchase qualified transportation on the subway, bus, train, ferry or vanpool.

Thank you.

## Employer Compliance Form – Offer of Commuter Benefits

Under NYC’s Commuter Benefits Law, we must offer commuter benefits to existing full-time non-union employees beginning January 1, 2016 or four weeks after an employee begins full-time work, whichever is later. Commuter benefits allow employees to save money on the cost of their commute to work using public transportation or vanpool.

We are providing you this form to comply with the NYC Commuter Benefits Law. Your participation is voluntary. You may decline to enroll in the program, or you may cancel your participation at any time. You may also choose to enroll in the program at a later date.

To ensure compliance you must fill out this form and return it at your earliest convenience.

EMPLOYEE INFORMATION	
Name (First/Middle/Last)	
Address	
City/State/ZIP Code	
Phone Number	
Email Address	
Date of Hire	

I, \_\_\_\_\_, (*Employee’s printed name*)  **Accept**  **Decline** my employer’s offer to use pre-tax income to pay for qualified transportation benefits to the extent permitted under federal law.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

By enrolling in the commuter benefits program, you save money on your commute to work. It doesn’t matter if you take the subway, bus, train, ferry or vanpool.

This form will help us to comply with the NYC Commuter Benefits Law.

Last 4 Digits of your Social Security #: \_\_\_\_ \_

Please check off which Option you want:

( ) Option # 1: TransitChek Prepaid Visa Card up to \$260. Please enter the amount you want: \$ \_\_\_\_\_

( ) Option # 2: MetroCard for 24 trips (Amount is \$66.00)