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Federal Transit Administration  
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GETTING STARTED

Check it Out

**Commuter**  **Choice**  
*America's Way to Work*

**This *Commuter Choice* Toolbox** will make it easier for you to establish a Commuter Choice Program at your organization. Everything you will need to get started is in the toolbox. What's in it for you? You will be able to offer your employees a value-added benefit and take a tax-write-off. You'll also have more productive employees with higher morale.

- **Partner with your Transit Agency** – Get the facts about how you can customize a *Commuter Choice* program that meets your needs. Your local transit agency can assist you in creating a program that is just right for your organization.
- **Partner with your Union** — Discuss and negotiate plans to provide a new benefit for your employees.
- **Consult Tax Counsel** – Obtain specific guidance on any matters related to Federal, state, and local tax law.
- **Survey Your Employees** — Using the enclosed survey forms, find out how much your employees spend to commute. This will help you to set your benefit level.
- **Announce the Benefit** - Include an article in your company newsletter explaining the program.
- **Obtain Authorization** - Survey your employees, find out how much they need, and get their certification or authorization to withhold salary.
- **Modify Salary Accounts** - For pre-tax approach only, adjust their taxable income by the amount of the benefit selected.
- **Update Personnel Manual** - Include *Commuter Choice* benefits as part of your employee package of benefits.
- **Withhold Salary** - For pre-tax approach only, at the beginning of each month's pay period, an amount equal to the monthly benefit.
- **Purchase and Distribute Benefits** - Purchase either vouchers or transit passes from the transit operator and distribute them to your employees monthly, regardless of who funds the benefit.
- **Prepare Modified W-2 Statement** - For the pre-tax approach only, at end of the year, employees' W-2 statements should reflect a lower taxable salary.
- **Celebrate your Employees' Participation** – During National Try Transit Week (annually held the first full week after Labor Day), partner with your local transit authority to acknowledge your *Commuter Choice* employees.

