

Pre-tax Election for SAO Annual Parkers

Name: _____ **Federal/Trust:** _____ **Date:** _____

Dept./Div.: _____ **MS:** _____ **Phone:** _____

Please check one:

New election

Renewal/change in parking deduction

Cancel Parking election

Reimburse federal, state, and FICA taxes on my SAO parking expenses

I will spend \$_____ per pay period for commuter parking at _____ parking lot. Receipt for SAO annual parking is not required.

Continue the above reimbursement for each pay period, unless I cancel or change this election due to a change in parking status or change in payroll deduction.

AUTHORIZATION

By submitting this form, I understand that:

- I am claiming pre-tax treatment of my parking payroll expenses at CfA parking lots as an SAO annual parker. If I discontinue annual parking in CfA parking lots, I must submit an election change to SAO Human Resources (MS17) prior to the change in parking status.
- My biweekly earnings will remain the same for purposes of calculating retirement and other voluntary contributions, except FICA. Per regulations, FICA earnings will be reduced for contributions made by the Smithsonian Institution and myself. Reduced FICA contributions may result in slightly lower estimates for Social Security retirement benefits in the future.
- For continuous participation, I must resubmit a new election when payroll deductions change or with each new parking year. Pre-tax benefits will stop if you do not submit a new election form.

Employee signature

Date signed