



IIT Commuter Program

Do you take public transportation or pay for parking when commuting to work? The IIT Commuter Program enables you to increase your take-home pay by using pre-tax dollars to pay up to \$115 per month for public transportation and \$220 per month for parking expenses. The amounts elected are not subject to federal, FICA or state taxes, so your savings may be significant.

Exactly how does the IIT Commuter Program increase my take-home pay?

Let's assume that each month you earn \$3,000, spend \$75 for public transportation, \$30 for parking, and pay 30% in taxes:

	No Commuter Program	Commuter Program
Your Monthly Salary	\$3,000	\$3,000
IIT Commuter Plan Expense	\$0	(\$105)
Taxable Earnings	\$3,000	\$2,895
Estimated Taxes (30%)	(\$900)	(\$868.50)
Earnings After Taxes	\$2,100	\$2,026.50
Out-of-Pocket Commuter Expense	(\$105)	\$0
Take-Home Pay	\$1,995	\$2,026.50

The IIT Commuter Program reduces your taxable earnings so that your monthly take-home pay increases by \$31.50. That is an annual savings of \$378.

Please note that your potential savings will vary depending on your salary, tax exemptions and qualified commuter expenses. This could yield from 22 to 38% of the elected amount.

How does the commuter program work?

Parking Expenses (\$220 Monthly Maximum)

The amount you elect each month for parking expenses (including Main Campus parking) will be deducted from your taxable income. The university will then refund that amount back to you in the same paycheck. You should document and maintain your monthly expense records for tax purposes. IIT will take reasonable steps to ensure that no employee is deliberately overstating actual parking costs. You will be personally responsible for any taxes and penalties due following an IRS audit. The amount elected for parking can only be modified once each calendar quarter.

Public Transportation (\$115 Monthly Maximum)

After completing the IIT Commuter Election form, Human Resources will notify you via email once a Ceridian account has been created for you. You may then access the online system and make your public transportation election. You have the option of purchasing passes, loading the money onto a Chicago Card Plus, or purchasing an RTA transit check. Passes and transit checks will be sent to the mailing address you designate on the Ceridian site at www.ceridian-benefits.com. Chicago Card Plus purchases will be automatically credited to your card. You may modify your election online each month or select to have a recurring election. You will be required to supply a credit card if the monthly cost exceeds the \$115 maximum.

How do I enroll?

Qualified Personal Parking Expenses

Check the box to the left of “Qualified Personal Parking Expenses” on the IIT Commuter Certification & Election/Change form. Indicate if you want the indicated dollar amount to be a one-time deduction, or a monthly deduction. Submit the completed form to Human Resources.

Qualified Main Campus Parking Expenses

Visit Parking Services, located in the Hermann Union Building (Room 201), and complete the necessary pre-tax forms. Your car registration must be presented in order to purchase a parking permit.

Public Transportation Expenses

Check the box to the left of “Public Transportation Expenses” on the IIT Commuter Certification & Election/Change form. Submit the completed form to Human Resources. Human Resources will notify you when an online Ceridian account has been created for you.

Parking expense elections and deductions

You must submit your IIT Commuter Certification and Election/Change form to Human Resources by the 15th of the month in order to elect/change parking expense deductions for the 1st of the following month. Employees on the bi-weekly and semi-monthly payrolls will have their monthly election divided between two paychecks. The deduction will then be automatically deposited back into the same check after taxes have been withheld. Deductions during a particular month are intended for parking expenses incurred during that same month.

Public transportation election and deduction timeline

Month A 15th	Month B Approx. 20th	Month C
Make purchase elections and changes for use in month C by the 15th of month A.	Passes/Transit Checks/Chicago Card Plus Credits elected in month A are procured and mailed. Will be received/credited by the last day of month B.	Passes/Transit Checks/Chicago Card Plus credits elected in month A are available for use on the 1st of month C.

For example, in order to ensure that you have a public transportation pass/transit check/Chicago Card credit available for use on March 1st, you must make an election on the Ceridian site by January 15th.

Elections and changes for public transportation made online by the 15th of the month will be deducted in the first paycheck of the following month for those on the bi-weekly payroll, the last paycheck of the current month for those on the semi-monthly payroll, and the current monthly paycheck for those on the monthly payroll.

Online Elections Through Ceridian

Below is a list of commonly used transportation choices. For additional commuter options, please contact Ceridian at (800) 366-3130. Senior citizen and disability fares are not available. Please utilize the RTA transit check to take advantage of senior citizen/disability rates.

CTA (The “L” Train and CTA Bus)

Offers 7 and 30-day passes, or pay-per-use cards. For additional information on passes and cards, please go to <http://www3.yourcta.com> before making your commuter election on the Ceridian site.

CTA (The “L” Train and CTA Bus) Chicago Card Plus

Allows you to have money loaded onto a permanent card every month. You have the option of choosing 30-day or pay-per-use. If you do not already have a Chicago Card, you will need to pay a \$5 new card fee when you make your initial election on www.ceridian-benefits.com.

METRA

Offers 10-ride and monthly passes. There is also a link-up option for those on a monthly METRA pass that take the “L” Train or CTA/Pace bus to/from their METRA destination. Finally, those on a monthly METRA pass have a BusPlus option that allows unlimited travel on suburban Pace buses. Restrictions do apply, so visit <http://metrarail.com/tickets.html> before electing your commuter option on the Ceridian website.

If you are currently on the METRA ticket-by-mail program, cancel this program before enrolling in the IIT Commuter program, or you will receive duplicate tickets.

South Shore

Offers 10-ride, 25-ride, and monthly passes. For additional information, please go to <http://www.nictd.com/service/fares.htm>.

RTA Transit Check

Transit checks must be redeemed for CTA, Pace, METRA, or South Shore passes. The checks are valid for 13 months from the date of issue. For additional information, please go to <http://www.rtachicago.com/infocenter/transitcheck.asp>.

RTA Transit Check Redemption Locations:

- CTA: City Jewel, Osco, Dominick's, other grocery stores, currency exchanges, and some banks
- Chicago Card Plus: CTA office at 567 West Lake Street
- METRA: Any METRA ticket booth
- South Shore: Van Buren or Randolph Street Station ticket booths

Questions?

Please contact Human Resources at 312.567.3318 if you have any additional questions.