



Asset Staffing, Inc.

30 Broad Street
Suite 1202
New York, NY 10004
Voice 212-430-1060
Fax 212-430-1061

Dear Employee,

In the coming months, we will be offering Commuter Benefits as a pre-tax payroll deduction. We ask that you complete and return this form by **April 15th, 2016** with your decision whether you would like to participate in the program.

Commuter Benefit Solutions is the leading provider of pre-tax Commuter Benefits in the U.S. providing Commuter Benefits packages for employees nationwide since 1985. This program lets you save money by paying for your commute no matter whether you take the subway, bus, train, ferry or even park at work.

Commuter Benefits allow employees to take advantage of IRS Section 132(f) pre-tax Commuter Benefits which allows employees to use pre-tax dollars (subject to monthly limits) to pay for their commuting expenses. The monthly limits for public transportation and vanpooling is \$255 per month set by the IRS.

You can redeem Commuter Check Office products for transit tickets or passes from participating transit operators, commercial parking vendors, and vanpool providers. They are conveniently redeemed at staffed sales offices and retail sales outlets for any type of prepaid fare, just like cash payments. However, you cannot exchange them for cash or use them for any purchase other than those specified above.

If you take the full deduction amount for transit and parking, you can save over 40% in commuting costs over a year (depending on your income tax bracket).

For more information about the Commuter Benefits, please visit www.commuterbenefits.com. They also provide a customer service phone number, may you have any questions.

Feel free to contact Asset Staffing, Inc. directly if you have further questions at sandeep@assetstaffing.com or (212) 430-1060.

We highly recommend that you submit this survey back to us as soon as possible to begin your savings.



Asset Staffing, Inc.

30 Broad Street
Suite 1202
New York, NY 10004
Voice 212-430-1060
Fax 212-430-1061

ASSET STAFFING, INC. AUTHORIZATON FORM FOR COMMUTER BENEFITS

Print Employee Name: _____

Last four digits of Social Security Number: _____

Email: _____

Transit Benefit

1. Would you like to enroll in the Commuter Benefit transit program?	<input type="checkbox"/> Accept <input type="checkbox"/> Decline
2. You can deduct up to \$255 monthly from your paycheck for transit. This will be done in weekly increments. How much would you like to deduct for the month?	Dollar Value: \$ _____

Please note that upon giving authorization, you will be given a welcome letter with our Company ID that includes steps to register your account online. Upon placing your first order, you will receive a Commuter Check Prepaid MasterCard with the set funds included. You have the option to set a recurring amount so that you do not have to place a new order each month.

You have until the 20th of the month to place your order through the online portal. **After the 20th**, we will begin deducting money from your paycheck on a weekly basis. The last day to make any updates to your order will be the 1st of every month, after which all orders placed will be final.

Once you receive the MasterCard, funds will be automatically added to your account on the 20th of each month following the date orders were placed. For example, if you place your order on May 20th. The funds will be available for you to spend on June 20th. All deductions are final and are made one month in advance from being deposited into your account. If you decide to change your benefits at any time, please notify us immediately through written request. All changes will go into effect the following month's cycle period.

Employee Signature

Date

Forms can be returned via fax or email: Email – sandeep@assetstaffing.com

Fax – (212) 481-3447