

# Transportation Reimbursement Plan (TRP)

## (Section 132)

### Check One:

- Enroll  
 Change  
 Cancel

•You can make changes to your Parking and/or Transit TRP(s) (enroll, change, or cancel) at any time during the year (up to 1x per month)  
**•You must re-enroll (during open enrollment) every year for continued plan participation**  
 •Forms received the 1st through the 15th of the month will be effective the 16th of the month. Forms received the 16th through the last day of the month will be effective the 1st of the following month.



P.O. Box 70168, Springfield, OR 97475  
 Phone (541) 485-7488 or (800) 422-7038  
 FAX (541) 485-8759 or (800) 575-1109  
 PacificSource.com/PSA

## MULTNOMAH COUNTY EMPLOYEE INFORMATION

*Benefit elections should reflect deductions to be made per pay period*

Employee Name:	DOB:	
SAP# or PSA ID:	Effective Date:	
Mailing address:	City:	State:
Home phone:	Work phone:	Zip:

I request the following pre-tax deductions be made per pay period:

### Parking

Per Pay Period Amount:

\$

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Maximum Amount: **\$130.00** per pay period (minimum \$10 per pay period)

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**NOTE:** If you currently have Employee parking garage or Zone parking costs deducted from your County paychecks, those deductions will be pre-tax.  
Do not sign up for this account for those expenses; they are not eligible.

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- Deductions are sent to PacificSource Administrators after each pay period
- Funds will be in your TRP account within 3-5 days of the pay date
- Reimbursement claims are processed as soon as the funds are available in your account
- Funds remaining in the account at the end of the plan year will roll over to the next plan year
- You can make changes to your enrollment as needed (once per month)
- You can sign up or cancel your enrollment at any time
- If you cancel your enrollment, any funds remaining in your account will continue to be accessible as long as you are employed at Multnomah County
- Only fund the account for costs you can reasonably predict.
- If you leave employment with the County, you can only get reimbursed for expenses you incurred while you were employed, and claims must be filed within 90 days of your termination date.

### Transit

Per Pay Period Amount :

\$

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Maximum Amount: **\$80.00** per pay period (minimum \$10 per pay period)

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- Deductions are sent to PacificSource Administrators after each pay period
- Funds are loaded onto your Benny Card within 3-5 days of the pay date
- Funds remaining in the account at the end of the plan year will roll over to the next plan year
- You can make changes to your enrollment as needed (once per month)
- You can sign up or cancel your enrollment at any time
- If you cancel your deductions, any funds remaining in your account will continue to be accessible via Benny Card as long as you are employed at Multnomah County
- Only fund the account for costs you can reasonably predict.
- If you leave employment with the County, any funds remaining in your account will be forfeited.

**•Transit account funds are only available by using your Benny card at the time of purchase.**

**•Benny Cards are currently not accepted at retail locations (e.g. Fred Meyers)**

*Examples of Funds Availability*

*If your Transit account begins the 1st of the month, funds will not be available on your Benny card until the paycheck received on the 31st of that month.*  
*If your Transit account begins the 16th of the month, funds will not be available on your Benny card until the paycheck received on the 15th of the following month.*

## Employee Signature

I certify that the above information is correct and true to the best of my knowledge. I have read the above bullet points for the account selected. I understand that upon termination, unused funds will be forfeited in accordance with Section 132 regulations, and that any refunds on deductions are subject to taxation. I also understand that the above reductions may correspondingly reduce my future social security benefits.

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

Date: \_\_\_\_\_

**Please return this form (via one method only):**

Scan to email: [employee.benefits@multco.us](mailto:employee.benefits@multco.us);

Fax: 503-988-6257; Interoffice: 503/4/Benefits

**Questions? Please contact Employee Benefits at (503) 988-3477/[employee.benefits@multco.us](mailto:employee.benefits@multco.us)**