

HENNEPIN COUNTY

MINNESOTA

Parking and Vanpooling Enrollment or Change Form

DIRECTIONS: Fill out this form and click "Submit". The form will auto-generate an email for you to send to HR.servicecenter@hennepin.us.

Note: This form is for non-county parking lots, parking meters, and/or vanpooling expenses. Parking expenses paid or reimbursed by the county are not eligible for this program.

Employee Name:

Employee ID #:

Department:

Preferred Phone #:

Enrollment – Parking and vanpooling reimbursement program

I authorize that the deduction amount noted below be taken on a pre-tax basis from the first two pay checks of each month, **starting next month**.

\$ **deducted per paycheck (max \$132.50)**

I understand that:

- The effective date is the beginning of the month following receipt of form.
- **Funds must be reimbursed within 180 days** the expense is incurred or paid.
- The maximum pre-tax deduction in 2020 is \$265 per month or \$132.50 deducted from first two paychecks each month.
- Funds remain in this account upon termination of employment if claims have not been incurred prior

Change – Change parking and vanpooling reimbursement program

I authorize that my deduction be **stopped**.

I authorize that my deduction be **changed to \$** **per paycheck (max \$132.50)**

I understand that:

- The effective date is the next paycheck following receipt of form.
- **Funds must be reimbursed within 180 days** the expense is incurred or paid.
- The maximum pre-tax deduction in 2020 is \$265 per month or \$132.50 deducted from first two paychecks each month.
- Funds remain in this account upon termination of employment if claims have not been incurred prior to termination.

Employee Signature:

Date:

Need help? [Learn how to sign forms electronically](#), or print a hardcopy, sign, and scan this form.