



DENVER
THE MILE HIGH CITY

Career Service Authority
Denver's Human Resource Agency

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Denver, CO 80202

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QUALIFIED PARKING ENROLLMENT FORM & AUTHORIZATION FOR PAYROLL DEDUCTION

Pursuant to Section 26 U.S.C. 132(f) of the Internal Revenue Code (IRC), eligible participants may enroll in the pre-tax Qualified Parking Plan. Participants may designate a specific dollar amount, not to exceed the amount authorized by the IRC to be deducted pre-tax from their payroll check the first pay period of the month.

These funds will be set into an account which allows the participants to request reimbursement for qualified parking expenses. Funds cannot be reimbursed before they have been deducted from payroll.

Participants must be an employee of the City and County of Denver. "Qualified parking" shall mean parking provided to an employee on or near the business premises of the employer.

The only way to obtain money from the account is to submit parking claims for reimbursement, *refunding unused funds is not allowed*

All claims for reimbursement must be submitted *in the same calendar year in which the expense is incurred*. There is one exception - requests for reimbursement of parking expenses incurred in December must be submitted no later than January 15th of the next calendar year.

Attached is an updated version of the Qualified Parking Plan Document for your records. If you have questions, please the Career Service Authority Benefit Unit at (720) 913-5697.

Please Print

Employee's Enrollment Section

Employee Name _____ Employee ID # _____

Employee Department/Division _____ Telephone Number _____

Work Location _____

I attest that:

1. I am a City and County of Denver employee and meet all the requirements for enrollment in the pre-tax qualified parking plan.
2. I have read and understand and agree to abide by the requirements of the pre-tax Qualified Parking Plan.
3. I hereby authorize the City and County of Denver to make pre-tax payroll deductions in the amount of \$_____ per month.

I understand that it is the City's intention to continue this program indefinitely, but the program may be terminated at any time without notice.

If the program is terminated at the City's discretion, I understand that any remaining balance will be refunded subject to appropriate taxes. I understand that any fraudulent use of these funds may result in my immediate termination from the program, and may subject me to penalties for violation of Federal law and Rules and Regulations of the City and County of Denver.

Employee Signature: _____

Date: _____