



TotalBen

Opening the Door to Benefits

Commuter Rewards
Employer
Information Request

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www.totalben.com

CONTRACT INFORMATION

PLAN SPONSOR CONTACT INFORMATION:

Plan Sponsor	Detail
Entity Name	
Address	
City, State Zip	
Telephone Number	
Primary Contact	
Title	
Telephone	
eMail	
Plan Sponsor Tax ID	
Effective Date of Plan	
Payroll Service Provider's Contact Information (if applicable)	
Entity Name	
Address	
City, State Zip	
Telephone Number	
Primary Contact	
Title	
Telephone	
eMail	
Payroll Identifier Code	

PLAN SPONSOR'S PAYROLL SCHEDULES:

Please indicate the type of payrolls utilized (select all that apply). Please indicate the starting run-date and effective date for each type of payroll utilized:

	Frequency	Description	Run Date	Check Date	From Date	To Date
<input type="checkbox"/>	Weekly	(once a week)				
<input type="checkbox"/>	Bi-Weekly	(every two weeks)				
<input type="checkbox"/>	Semi-Monthly	(twice a month)				
<input type="checkbox"/>	Monthly	(once a Month)				
<input type="checkbox"/>	Quarterly	(once a quarter)				



Please provide the four (4) payroll codes to be used for this benefit.

- Two are pre-tax deductions (transit & parking).
- Two are reimbursements, outside of W-2 earnings (transit & parking). They may be negative deductions or non-taxable earnings.

Description	Payroll Deduction Type	Payroll Code
Pre-tax Transit	In NY, no federal, state, city, local, SS or Medicare taxes	
Transit Refund	Negative-deduction, non-taxable, credit-to-net	
Pre-tax Parking	In NY, no federal, state, city, local, SS or Medicare taxes	
Parking Refund	Negative-deduction, non-taxable, credit-to-net	