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Ohio Department of Administrative Services  
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September 6, 2001

Payroll Letter 810

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of All Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Pre-Tax Commuter Benefits Program

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The State of Ohio has approved a new payroll deduction for a pre-tax commuter benefits program under Section 132(f) of the Internal Revenue Code. The program includes Van pooling and various transit authorities operating within Ohio. Information about this new program will be distributed in the employees' pay envelopes for the September 7, 2001, payday. In addition, payroll officers will receive posters to display. Program representatives will be available from 9:30 a.m. to 4:30 p.m. September 6 and 7 in the Rhodes Tower, Riffe Center and Lausche Building.

The administration of this program will be similar to the deferred compensation and supplemental life insurance programs. The employee will sign up with the third-party administrator (WageWorks), who will provide the Office of Payroll Administration with a file to post all deductions to payroll.

WageWorks will provide employees with two methods to sign up for the program. Employees may enroll, through WageWorks web site at [www.wageworks.com](http://www.wageworks.com) or by calling their customer service department at 1-877-924-3967. Employees will have until the 10<sup>th</sup> of each month to sign up, change or terminate their next month's pass.

The new deduction codes that will be appearing on payroll are:

“QTP” – Transit Pass - Pre-taxed

“QTT” – Transit Pass - Taxable

Payroll Officers will not have the ability to modify these deductions in any way.

Employees may have up to \$65 per month reduced from their taxable wages. This will positively affect employees' federal income tax, medicare tax, State of Ohio income tax and school district income tax. Local taxes are not affected.

If an employee has any questions regarding this program, please have them contact WageWorks.

RLC/jam