



# Memorandum

**To:** The Manoff Group Staff  
**From:** Kim Remsberg  
**Date:** January 2, 2018  
**Re:** Transportation Benefits

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All employees who use public transportation, vanpool rides and qualified parking at or near business sites, for the purpose of commuting to work at The Manoff Group can elect to receive, *before tax*, the amount of their election, up to the following maximums:

- Employees can redirect up to \$260 per month for the year 2018, *before taxes*, to pay for transit and vanpool commuting to and from the workplace.
- Employees can redirect up to \$260 per month for the year 2018, *before taxes*, for qualified parking expenses, either at or near a work facility or at a Transit station when using transit to commute to work.

The attached “Transportation Benefits Enrollment Form” must be submitted to the Human Resources Department should you wish to take advantage of this tax savings. You will see the savings reflected on your monthly paycheck.

**YOU MAY ONLY SUBMIT FORMS FOR YEAR 2018. PRIOR YEAR CANNOT BE PROCESSED THIS YEAR, NOR CAN NEXT YEAR BE PROCESSED THIS YEAR. THIS PROGRAM IS VALID ONLY DURING EMPLOYMENT WITH MANOFF.**

(Reference: <http://www.irs.gov/pub/irs-pdf/p15b.pdf>, page 14, Qualified Transportation Fringe Benefit)