



Memorandum

To: The Manoff Group Staff
From: Kim Remsberg
Date: January 8, 2021
Re: Transportation Benefits

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 \$270 per month for the year 2021, *before taxes*, to pay for transit (bus, metro, rail) and vanpool commuting to and from the workplace.
- Employees can redirect up to \$270 per month for the year 2020 *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 2021. 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: <https://www.irs.gov/pub/irs-pdf/p15b.pdf>, page 20)