



## Qualified Transportation Benefit Program (QTBP)

The Commonwealth of Massachusetts is now offering all employees the ability to participate in the Qualified Transportation Benefits Program (QTBP). The Plan allows you to pay for transportation and parking expenses incurred commuting to and from work using pre-tax dollars.

The QTBP is managed by Benefit Strategies and the subsidy program is run by MassArt. Contact Benefit Strategies directly at the web address below regarding QTBP participation. To enroll in the subsidy program, please complete the enrollment form below and return it to HR. The subsidy amount will not automatically be added to your QTBP account.

**Please use the following website to go to the Commonwealth Qualified Transportation Benefit Program home page. The department code for MassArt is MCA9999.**

<https://www.benstrat.com/ctbform/index.html>

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## Transportation Subsidy Enrollment Form

All benefited MassArt employees are eligible to enroll in the College's transportation subsidy program. This program provides a \$20 subsidy monthly for employees using public transportation to commute to and from work.

Employees enrolling in the program must:

- ◆ Contribute at least \$20 to the Qualified Transportation Benefit Program
  - ◆ Not have access to park in the Ward St. or Parker St. lots
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If you would like to sign up for the transportation subsidy, please complete the information below.

By signing this form you are agreeing to give up the ability to access parking at the Ward St or Parker St. lots. Please notify HR immediately if you decide to discontinue the subsidy or are no longer eligible for the subsidy.

Employee Name: \_\_\_\_\_

Subsidy Start Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_