



**Department of
Education**

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PAYROLL ADMINISTRATION MEMORANDUM

NO. 04

DATE: December 4, 2013
TO: CFN Executive Directors (Via Email)
Principals (Via Principal's Weekly)
Payroll Secretaries (Via Email)
FROM: Francine Perkins-Colón
SUBJECT: Expiration of the \$245 Monthly Pre-Tax Transit Limit

The New York City Office of Payroll Administration (OPA) has informed us that the \$245 monthly pre-tax transit limit for the Commuter Card Unrestricted Transit Pass and Access-A-Ride plans will expire on 12/31/2013. The monthly pre-tax limit will be reduced to the new Internal Revenue Service (IRS) pre-tax limit of \$130 per month. Any amount beyond the \$130 per month will be deducted on a post-tax basis. **These changes will take effect on the first pay date in January 2014.**

There is no need for employees to change their commuter benefits payroll deduction amounts or their current Wage Works order. Employees with deduction amounts over \$130 per month will see an increase in their taxable earnings and a decrease in net pay. **Employees with payroll deductions of \$130 or less per month will not be affected by this change.**

The following items should be noted:

- The pre-tax limit for the Commuter Card – No Admin Fee plan will remain the same.
- The pre-tax limit for the Park-N-Ride Plan will be increased from \$245 per month to \$250 per month.

To facilitate the changes outlined above, the Wage Works application on the Payroll Portal will be unavailable from Monday December 9th through Sunday December 22nd, 2013.

If you have any questions, please call the Payroll Administration Employee Benefits Unit at 718-935-3545.

C: Michael Tragale
Lawrence Becker
KevinMonrose
Deborah John
Laura Tamburo, United Federation of Teachers
Santos Crespo, District Council 37
Ernest Logan, Council of School Supervisors & Administrators