



Sample Request for Commuter Benefits

Dear [insert supervisor's name here],

I'm writing to ask that [insert company name here] consider enhancing benefits to our employees by [adding/expanding our] commuter benefits. Employers across the country provide commuter benefits to enhance employee satisfaction and retention, enhance the organization's reputation as an employer of choice, reduce costs associated with parking, and contribute to reducing traffic congestion and enhancing environmental quality in their communities.

Employers can provide commuter benefits in several different ways. You can directly provide up to \$265 per month in tax-free commuter benefits, which can be applied to the cost of a parking or transit pass. That amount is not only tax-free for us, but it can also still be exempted by you when you pay payroll taxes. Alternatively, you can provide the option for your employees to take a deduction of up to \$265 per month, which is not taxed, and those funds can be used for any mass transit option. You can also provide both of these options and receive the tax benefits of both.

Employers providing a direct subsidy for the use of transit or vanpooling can also benefit from Maryland's Commuter Tax Credit program and can receive 50 percent of the cost of providing a direct monthly subsidy, up to \$100, per employee, off the annual Maryland state business income tax. This offers my colleagues and I the opportunity to reduce the cost and carbon footprint of our commutes while providing a tax deduction to the company. It will help the company save money and meet corporate sustainability objectives, while providing an additional benefit to employees that will improve the company's ability to attract and retain talent.

Implementing this new benefit would not be difficult. Maryland offers free expert services to employers to make it easy to access the Maryland Commuter Tax Credit and other policies that help reduce dependence on drive alone commutes through the Maryland Department of Transportation's Commuter Choice Maryland program. You can learn more about them at commuterchoicemaryland.com, or you can contact them directly at commuterchoice.mdot.maryland.gov, or call them at (410) 865-1100.

Thank you for considering this request.

Sincerely,

[employee's name here]



MISSION STATEMENT

"The Maryland Department of Transportation is a customer-driven leader that delivers safe, sustainable, intelligent, and exceptional transportation solutions in order to connect our customers to life's opportunities."