

**Office of the State Employer**  
**Employee Benefits Division**  
**PO Box 30026, Lansing, Michigan 48909**  
**EMPLOYEE BENEFITS BULLETIN**

<b>DATE:</b> April 2002	<b>Number GIS-02-2002</b>
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Benefits Bulletins are issued to employees and others to communicate general benefits information.

<b>FROM:</b> Employee Benefits Division	<b>TELEPHONE NUMBER:</b> (800) 505-5011 or (517) 373-7977
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**SUBJECT:**

**QUALIFIED PARKING SPENDING ACCOUNT**

**FOR EMPLOYEES WHO DO NOT PAY FOR PARKING THROUGH PAYROLL DEDUCTION**

Section 132 of the IRS Code allows employers to offer employees parking benefits on a pre-tax basis. Since August 2001, the State of Michigan has been able to offer payroll deductions on a pre-tax basis, but only to those employees parking in State-owned (or State-leased) parking facilities. Now, the State is also able to offer a benefit to other employees who park in non-State facilities -- a new spending account. These employees will be able to authorize bi-weekly payroll deductions on a pre-tax basis into a Qualified Parking Spending Account. From there, they can request reimbursements to cover their parking expenses. Reimbursements will be processed through the Employee Benefits Division.

Persons enrolling in this account must:

- Enroll on the HRMN Self-Service Application (SSA) website at <http://hrmnsea.main.state.mi.us/lawson/office>. Click on Employee/Benefits/Qualified Parking, **or** visit the Office of the State Employer website at <http://www.state.mi.us/dmb/ose>, click on Employee Benefits Division/Forms and complete Enrollment Form DMB-938-OSE, setting forth the amount of bi-weekly deductions requested.
- Request reimbursement for parking expenses from your account by submitting a Qualified Parking Spending Account Reimbursement Form (DMB-939-OSE), along with parking receipts (showing dates and amount of parking fees), if available.
- You can also call our office at (800) 505-5011 or (517) 373-7977 and request Enrollment Form DMB-938-OSE and an informational pamphlet.

The monthly pre-tax deduction for the reimbursement account cannot exceed \$180 (or \$83.00 per pay). If complete reimbursement from the account is not made prior to the end of the calendar year, the amount remaining in the account can be rolled over to the next year. Refunds of unused funds will not be payable under any circumstances.

Pre-tax deductions will reduce the amount of compensation which is considered for Social Security purposes. This means that your Social Security benefits could be decreased very slightly because of the decreased amount of compensation.

The first pay date that a deduction can be taken is May 23, 2002.