

How To Sign Up For Commuter Choice

- ◆ **What is Commuter Choice?** - This program provides a tax-free benefit to full-time salaried state employees for commuting costs. At this time, the College is authorized to provide a maximum of \$265 per month towards commuting costs to and from work. ***Employees enrolling in the program will forfeit their ability to obtain a yearly Faculty/Staff parking permit. However, employees needing to occasionally drive their personal vehicle to work are able to obtain up to 4 daily permits per month from Parking Services.***
- ◆ **When can I enroll?** - Employees can enroll in the program at any time. Initial enrollment forms must be received prior to the 15th of the month for participation the following month. Forms received after the 15th but before the end of the month will still be eligible for participation the following month. However, benefits for the first month will be made available via check reimbursement (must submit receipts for paid fares). Benefits following the first month will then be transferred to the SmarTrip card thereafter. Employees may participate for as little or as long as they wish. Recertification is required once per year.
- ◆ **How do I enroll?** - Complete the [Commuter Choice Employee Enrollment Form](#) and email it to Human Resources at hadmin@nvcc.edu.
 - * Human Resources will notify you via email once your enrollment has been approved.
 - * Parking Services will be contacted by HR after enrollment approval to remove eligibility for a yearly Faculty/Staff permit. If a permit is currently active on your Parking account, it will be deactivated and will no longer be valid.
 - * Enrollment is complete! If you need to drive your personal vehicle to campus, please email Parking Services at parking@nvcc.edu with your Name, EMPLID number, the date you will be parking on campus, and the license plate, make, model, and color of the vehicle you will be driving to obtain your daily Commuter Choice permit (limit of 4 per month while enrolled).
 - * If you wish to end your enrollment in Commuter Choice, please notify HR by emailing hadmin@nvcc.edu. Changes in enrollment are limited to 2 events per calendar year.
- ◆ For more information, please visit the [HR Transportation Benefits website](#).

Contact Parking Services

NOVA Parking Customer Support

Phone: 703.323.3123

parking@nvcc.edu