



# COMMUTER SPENDING ACCOUNT (CSA) FORM

Information provided to the Employees Retirement System of Texas  
is maintained for managing your benefits.  
Return the completed form to your Benefits Coordinator  
or HHS Employee Service Center.

Please print clearly in black or blue ink

## PARTICIPANT INFORMATION

<b>Social Security Number/National ID (SSN)</b>		<b>Employee ID</b>	
<b>Employee Name: First, MI, Last</b>		<b>Eligibility County</b>	<b>Mailing Address</b> <input type="checkbox"/> <b>Check if new</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Phone Number</b>
			<input type="checkbox"/> <b>Home</b> <input type="checkbox"/> <b>Cell (    )</b>
<b>Email Address</b>			<b>Date of Birth</b>
<b>Agency Name</b>		<b>Dept ID/Agency Number</b>	

### Important information – please read carefully.

- A \$3 administrative fee will be deducted from your account balance monthly.
- Your monthly election will automatically continue unless you update your election, disenroll, or have a change in your employment status.
- To view your CSA enrollment status, log in to your account at [www.ers.texas.gov](http://www.ers.texas.gov).
- To review your CSA balance, visit the TexFlex website at [www.TexFlexERS.com](http://www.TexFlexERS.com).
- For questions contact TexFlex Customer Care at (844) 884-2364 (TTY: 711) Monday – Friday 7 a.m. to 7 p.m. CT.

<b>Parking Account Information:</b> <ul style="list-style-type: none"> <li>• Minimum monthly election is \$15</li> <li>• Maximum monthly election is \$260</li> </ul>	<b>Transit Account Information:</b> <ul style="list-style-type: none"> <li>• Minimum monthly election is \$15</li> <li>• Maximum monthly election is \$260</li> </ul>
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## SECTION I: ENROLL IN TEXFLEX CSA OR UPDATE MONTHLY ELECTION AMOUNT

Mark the appropriate box below	Monthly Election Amount (in whole dollars only)
<input type="checkbox"/> <b>Parking CSA</b> - used to pay for eligible parking expenses either near your work place or at a location that you commute to work via mass transit or vanpool.	\$ .00
<input type="checkbox"/> <b>Transit CSA</b> - used to pay eligible mass transit or vanpool expenses associated with travel to and from work.	\$ .00

I authorize monthly payroll deductions for the election amounts indicated above. I understand I will receive confirmation from ERS, including my first eligible benefit date, once my enrollment information has been processed.

## SECTION II: DISENROLLMENT

I request to be disenrolled from the TexFlex CSA program(s) as indicated below. I understand:

- I will receive confirmation from ERS, including my disenrollment date, once my information has been processed,
- I can make claims on any remaining balance until I have a change in my employment status,
- I will continue to be charged the \$3 monthly administrative fee as long as I have a balance of \$3 or greater, and
- If my account balance goes below \$3, it will automatically be closed.

Disenroll from Parking

Disenroll from Transit

**Signature** \_\_\_\_\_ **Date signed (MM/DD/YYYY)** \_\_\_\_\_