



Los Angeles Unified School District
Office of the Building

Transit Subsidy Program - Mass Transit Certification

LAUSD Transit Subsidy participants who use mass transit (buses/trains) as their mode of transportation to and from work are eligible for a tax-exempt subsidy. If you use this mode of transportation, please read and sign below.

My signature below certifies that I use mass transit to get to and from work. Additionally, it certifies that I have read and will comply with the following.

- I use the bus and/or train to get to and from work on the days that I come into the office.
- I understand that if I discontinue using the bus and/or train, I will notify the Office of the Building immediately.
- I may still be eligible for a subsidy, but not a tax-exempt payment.
- I understand that the Payroll Services or the Office of the Building may periodically audit my use of the bus and/or train.
- I will keep at least three-month's worth of receipts, token bags, passes, etc., as verification.
- I understand that if my records are audited and I cannot verify the use of mass transit, my prior subsidy payments may be adjusted to taxable, or my payment may be taken back.

Signature

Date

Printed Name

Location Code

Return this completed form via mail, or email to:

Mail/Drop-Off: Office of the Building
333 S. Beaudry Ave.
2nd Floor Suite 204
Los Angeles, CA 90017

Email: OfficeoftheBuilding@lausd.net