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**32399-0350**

April 18, 2001

IN REPLY REFER TO:  
DBFBP 01-08

TO: University Controllers

FROM: Diana Flagg, Chief  
Bureau of State Payrolls

SUBJECT: QUALIFIED TRANSPORTATION FRINGE BENEFITS

The Board of Regents delegated to the universities the authority to establish Internal Revenue Code Section 132(f) pretax transportation programs through payroll reduction from the State Comptroller. State universities may request from the Bureau of State Payrolls the assignment of pretax deduction codes for qualified transportation fringe benefits pursuant to the policy and procedures outlined in the attached Payroll Preparation Manual, Volume V, Section 5.

Universities may submit requests for deduction codes at this time. As provided in the Payroll Preparation Manual, requests for deduction codes should be directed to the Chief, Bureau of State Payrolls and include a copy of the university's benefit plan document, a copy of the employee election form, and the 29 digits FLAIR revenue account code. Unique deduction codes will be assigned to each university upon approval by the Bureau of State Payrolls.

Computer systems enhancements required for these new pretax deduction codes are currently being developed and are projected to be available for use by July 1, 2001. Universities will be notified of the implementation date.

If you have any questions concerning these procedures please contact Ernest Thompson at SUNCOM 210-9432, (850)410-9432, or e-mail address [ethompson@mail.dbf.state.fl.us](mailto:ethompson@mail.dbf.state.fl.us). Questions concerning the assignment of deduction codes for qualified transportation fringe benefits or the status of requests should contact Steve Isted at SUNCOM 210-9450, (850)410-9450, or e-mail address [sisted@mail.dbf.state.fl.us](mailto:sisted@mail.dbf.state.fl.us).

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Attachments: Volume V, Section 5  
Payroll Preparation Manual