



Dependent Care Stipend Program, Austin, TX

Regular full-time employees of MTM Transit at the Austin, TX locations who work at least 40 hours/week, and meet certain income and dependent limits, are eligible to participate in a Dependent Care Stipend Program. The program provides \$115.38 per pay period deposited into your MTM Lifestyle Spending Account administered by Inspira Financial and can be used to offset **dependent daycare expenses**. Daycare expenses are filed with Inspira Financial and reimbursed through payroll. All reimbursements are considered taxable income. To receive the stipend, employees must:

- Fill out this application and be approved for the stipend.
- Submit receipts from the daycare provider detailing qualified expenses to Inspira Financial, the LSA administrator, for processing. Requests for reimbursements for current plan year must be submitted no later than March 31 of the following year. The LSA is a use-it-or-lose-it plan, meaning that if there is a balance in the plan on March 31 of the following year, the remaining amount in the account will be forfeited, and you will not be able to claim any further dependent care expenses for the prior plan year.
- Once your claim is processed by Inspira, you will receive your reimbursement via your normal bi-weekly paycheck as soon as administratively feasible. The amount reimbursed to you is considered taxable income.

Personal Information

Please enter the following information about yourself.

Name	Employee ID or last 4 of SSN
Personal Email	Phone Number
Does your Spouse work for MTM Transit or another CapMetro Service Provider?¹	No ☐ Yes ☐
If Yes, List Service Provider or Agency:	
Your Current Annual Salary or Annualized Hourly Rate:	

¹ The stipend is limited to one employee per family. Only one employee per family may apply for the stipend.

How many qualified dependents do you have for which you will incur eligible dependent daycare expenses?

List their names, dates of birth, and age:

Qualified Dependent	Date of Birth	Age (as of Application Date)

*Attach any additional dependents on separate page if needed.

Please check the following box that indicates your family size and that your annual salary is equal to or lower than the salary threshold listed. Family size includes the employee, spouse, and qualifying dependents, as filed on your annual tax return.

Check the Box	Total number of Family Members (Including Yourself, Spouse and Dependents)	Annual Base Salary Equal to or Less Than Limits Below
☐	2	\$110,864
☐	3	\$125,203
☐	4	\$138,566
☐	5	\$149,669
☐	6	\$160,716
☐	7 or more	Contact Benefits

By signing below, I certify that all the above information is true and correct. I also understand that I am providing this information as a requirement for receiving assistance through the MTM Transit Dependent Care Stipend Program. Further, I understand that I am eligible for assistance only if I am a regular full-time MTM Transit employee and I meet annual base salary guidelines established by MTM Transit on an annual basis as part of the enrollment process. I understand these benefits may be terminated at any time in future. I understand that the information provided on this form is subject to verification and deliberate falsification or misrepresentation may result in disciplinary action under applicable MTM Transit policies. I will immediately notify the Benefits department at Benefits@mtm-inc.net or 888-828-1316 of any changes in my status during the year.

Completed applications should be submitted to Benefits@mtm-inc.net.

Employee Signature	Date Signed

To be completed by plan administrator: ☐ Approved

☐ Denied

Effective Date: _____

Bi-weekly Amount: _____

Reviewed by: _____

Date: _____

Qualified Dependents with Eligible Dependent Care Expenses

Dependent Care Expenses must be incurred for a qualified dependent. Qualified dependents are:

- A dependent under federal tax law who is a child under age 13; or
- A dependent or the spouse of a participant who is physically or mentally incapable of caring for himself or herself and has the same principal place of abode as the participant for more than one half of such taxable year; or
- A child that is deemed to be a Qualifying Dependent described in the above, whichever is appropriate, pursuant to Code Section 21(e)(5).

Employment Related Dependent Care Expenses means the amounts paid for expenses of a Participant for those services which if paid by the Participant would be considered employment related expenses under Code Section 21(b)(2). Generally, they shall include expenses for household services and for the care of a Qualifying Dependent, to the extent that such expenses are incurred to enable the Participant to be gainfully employed for any period for which there are one or more Qualifying Dependents with respect to such Participant. Employment Related Dependent Care Expenses are treated as having been incurred when the Participant's Qualifying Dependents are provided with the dependent care that gives rise to the Employment Related Dependent Care Expenses, not when the Participant is formally billed or charged for, or pays for the dependent care. The determination of whether an amount qualifies as an Employment Related Dependent Care Expense shall be made subject to the following rules:

- (1) If such amounts are paid for expenses incurred outside the Participant's household, they shall constitute Employment Related Dependent Care Expenses only if incurred for a Qualifying Dependent as defined in Section 7.2(d)(1) (or deemed to be, as described in Section 7.2(d)(1) pursuant to Section 7.2(d)(3)), or for a Qualifying Dependent as defined in Section 7.2(d)(2) (or deemed to be, as described in Section 7.2(d)(2) pursuant to Section 7.2(d)(3)) who regularly spends at least 8 hours per day in the Participant's household;
- (2) If the expense is incurred outside the Participant's home at a facility that provides care for a fee, payment, or grant for more than 6 individuals who do not regularly reside at the facility, the facility must comply with all applicable state and local laws and regulations, including licensing requirements, if any; and
- (3) Employment Related Dependent Care Expenses of a Participant shall not include amounts paid or incurred to a child of such Participant who is under the age of 19 or to an individual who is a Dependent of such Participant or such Participant's Spouse.