



Transportation Benefit Program Certification and Salary Reduction Authorization

Below, complete the sections of the form that apply. If you commute in a variety of ways, you may need to complete multiple sections. If you complete sections ②, ③, or ④, sign and return the form to the Alcoa Service Center.

If you have a change in transit status (i.e., increase or decrease in parking and/or mass transit costs), you must notify the Service Center within 31 days of this change by completing a new election form. Changes are allowed due to a change in residence, medical leave, etc., but cannot be made monthly based on travel or vacation schedules.

①	<p>I park in the ACC/ABSC garage or have my lease costs at the North Shore Garage payroll deducted, and want to participate in the program.</p> <p><i>There is no need to return this form.</i></p> <p>As an employee who parks in the Alcoa Corporate Center garage or the North Shore Garage on General Robinson Street, my monthly taxable compensation will be reduced automatically by the amount of my parking expense in those facilities. <i>(Note: If you are paid more frequently than monthly, the reduction will be made proportionately.)</i></p>				
②	<p><input type="checkbox"/> I park in the ACC/ABSC garage or have my lease costs at the North Shore Garage payroll deducted but DO NOT want to participate in the program.</p> <p>I do not want to participate in the Alcoa Transportation Benefit Program. My parking expenses should be deducted on an after-tax basis.</p>				
③	<p><input type="checkbox"/> My parking expense is not paid through payroll deduction; I do not park in the ACC/ABSC garage or have my lease costs payroll deducted at the North Shore Garage. I want to participate in the program.</p> <p>As an employee who pays for parking outside these facilities, I authorize Alcoa to reduce my monthly taxable compensation by the amount listed below, effective the date listed below. <i>(Note: If you are paid more frequently than monthly, the reduction will be made proportionately.)</i></p> <p>Reduce my taxable compensation by \$ _____ per month for qualified parking, beginning on the first day of _____ (month, year). (Maximum: \$230/month for 2009.)</p>				
④	<p><input type="checkbox"/> I commute using mass transit (bus, trolley, etc.), and want to participate in the program.</p> <p>As an employee who uses mass transit, I authorize Alcoa to reduce my monthly taxable compensation by the amount listed below, effective the date listed below. <i>(Note: If you are paid more frequently than monthly, the reduction will be made proportionately.)</i></p> <p>Reduce my taxable compensation by \$ _____ per month for qualified mass transit expenses, beginning on the first day of _____ (month, year). (Maximum: \$230/month for 2009.)</p>				
<p>Employee Certification</p> <p>I understand the amount of my pre-tax election is valid only if I actually incur expenses equal to or greater than my elected amount. It is my responsibility to maintain copies of documentation to substantiate my paid expenses in the event of an IRS audit.</p> <p>I hereby certify that the amount of such deduction does not exceed my actual expenditures.</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name (Print)</td> <td>Social Security Number</td> </tr> <tr> <td>Signature</td> <td>Date Signed</td> </tr> </table>		Name (Print)	Social Security Number	Signature	Date Signed
Name (Print)	Social Security Number				
Signature	Date Signed				

Please print out and return this completed form to Alcoa Service Center, Hewitt Associates, Attention: Transportation Benefit Program, 100 Half Day Road, Lincolnshire, IL 60069.

Questions? Call 1-888-ALCOA123 from 9 a.m. to 5 p.m. EST. Your election will become effective on the first day of the pay period following receipt of your form.

Rev. 02/2009