



**Procedures for the Transportation Security Administration (TSA) Employee Parking Assistance Program (EPAP) Managed by ALEX-Alternative Experts, LLC (ALEX)**

**ABOUT THE PARKING ASSISTANCE PROGRAM**

- In accordance with TSA/OSO OD-400-23-2: Parking Policy; TSA Employees should expect to incur some cost for commuting. Therefore, TSA will only accommodate those fees over \$45 per month. Employees will be expected to pay any fee up to that amount. Employees who fail to pay their portion of the fee in a timely manner may lose their accommodations permanently.
- Employees who participate in the federal transit subsidy program are **NOT** eligible to participate in the parking assistance program.
- PROGRAM ENROLLMENT INFORMATION IS COLLECTED ON A VOLUNTARY BASIS. ALL TRANSACTIONS WILL BE PROCESSED IN A SECURE ENVIRONMENT AND ALL INFORMATION COLLECTED WILL BE HELD IN COMPLETE CONFIDENTIALITY AND USED ONLY FOR THE PURPOSE OF PROVIDING PARKING PAYMENT SERVICES TO THE TSA.
- As a government contractor, ALEX is subject to the Privacy Act of 1974, 5 U.S.C. §552A, *et. seq.*, which protects certain information from unauthorized disclosure. The Privacy Act also subjects government contractors to criminal penalties for unlawful disclosure of information protected by the Act.
- ALEX was founded in 1987 and is an experienced leading provider of Program Management Services. ALEX-EPAP can be contacted at 1-866-271-2558. Our secure FAX number is 703-547-1655

**METHODS OF PAYMENT**

There are three (3) ways of remitting payment to ALEX:

1. CREDIT CARD (VISA or MASTERCARD LOGO)
2. ACH (Direct withdrawal from your checking or savings account)
3. DEBIT CARD (VISA or MASTERCARD LOGO)

**All methods of payment will be charged one day after the first payday of each month to cover the parking for the following month.**

**IF USING A CREDIT CARD:**

1. Complete the **Employee Enrollment Form** and under the section *Desired Method of Payment*, select the box on that form that reads:  **Credit Card**    MasterCard     Visa

**IF USING A CHECKING OR SAVINGS ACCOUNT:**

1. Complete the **Employee Enrollment Form** and under the section *Desired Method of Payment*, select the box on that form that reads:  **Bank withdrawal** (preauthorized debit).
2. Complete an Authorized Agreement form for Preauthorized Payments. Attach a "voided" check or a savings deposit slip to your form. If you are using a joint account, ALEX also needs the other party to sign the bank authorization form. Without that signature, we cannot use that payment method for your parking fee.

**IF USING A DEBIT CARD:**

1. Complete the **Employee Enrollment Form** and under the section *Desired Method of Payment*, select the box on the form that reads:  **Debit Card**    MasterCard     Visa   
**(Your debit card must show a Visa or MasterCard logo to process)**



Transportation Security Administration  
Employee Parking Assistance Program  
Enrollment Packet

**\*ATTENTION\***

\*\*\* Employees are encouraged to regularly review their credit card expiration dates, fund availability, restrictions, etc., and avoid a processing fee. **If ALEX presents a declined card or account for any reason, ALEX will collect a processing fee by charging the account on file for the amount of that fee in the month it was incurred. Currently this fee is \$20.00 but subject to change.**

\*\*\*Charge back fees will be the responsibility of the employee who signed an enrollment form acknowledging ALEX as the authorized contractor for the Parking Program. Charge back fees will be charged to the credit card number on file and in the same month they occur. Charge back fees result from an employee claiming a dispute with their credit card regarding their charge for parking.

**REJECTED PAYMENTS:**

If payment is declined, ALEX will notify the employee by telephone or in writing regarding the rejection and to obtain a new card number. **THERE IS A \$20.00 PROCESSING FEE FOR ANY REJECTED PAYMENT.** For those employees who contact ALEX a second attempt to collect with the new card will be performed at the next available collection date This date is at ALEX's discretion.

If payment is declined a second time or ALEX has not received new card information, the employee will be removed from the program effective at the end of that month. ALEX will notify the employee by phone or in writing of the pending removal from the program. If removal occurs, the employee may apply for reinstatement to the program by submitting a new "Employee Enrollment Form", and check "Reinstatement".

*Requests for reinstatement will be considered on a case-by-case basis, and only after any assessed fees due to ALEX are paid in full.*

**CANCELLATIONS:**

- Cancellation requests must be submitted using the Employee Parking form. Check the box for cancellation. The form must be completed and signed as well.
- Once we receive a refund request, ALEX requires up to 30 days for processing the refund.
- A refund will be sent **ONLY** if the following are met:
  1. The cancellation request was turned in within two weeks of the employees' last day of parking.
  2. All physical items (decals, stickers, hang tags, cards, etc.) are returned to the parking authority prior to the first day of the next month.
  3. The employee does not owe for any prior months or parking fees.

**CHANGES:**

Any changes (new enrollees, revisions, cancellations, reinstatements) should be submitted to the secure fax at 1-703-547-1655 or mailed to:

**ALEX-Alternative Experts, LLC**  
PO Box 230249  
Centreville, VA 20120  
Attn: TSA EPAP Project Manager





Transportation Security Administration  
Employee Parking Assistance Program  
Enrollment Packet / Enrollment Form

In accordance with the Transportation Equity Act for the 21st Century (Public Law 105-178), section 1911 of the Energy Policy Act of 1992 (Public Law 102-486), and the Federal Employees Clean Air Incentives Act (Public Law 103-172), Executive Order 13150 and in order to reduce Federal employees' contribution to traffic congestion and air pollution and to expand their commuting alternatives, TSA **encourages** the use of Mass Transportation and Vanpool Use and has implemented the Mass Transportation and Vanpool Fringe Benefit Program for employees. Eligible employees may receive up to \$230.00 for actual monthly commuting costs using mass transportation (Transit Benefits).

You have the option to select the Transit Benefits option or parking subsidy, but NOT both.

**Employee Certification:**

**Warning:** This certification concerns a matter with the jurisdiction of an agency of the United States and making a False, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$1,000.00 per violation, and/or agency Disciplinary actions up to and including dismissal.

- I certify that I am employed by the Transportation Security Administration.
- I certify that I am eligible for a public transportation fare benefit, but choose to use the parking program.

**Please check 1 box only:**

- I certify that I am not a member of a vanpool and/or I do not receive disability, executive or other parking privileges.
- I certify that I am the principal vanpool driver and attached is a completed Parking Application listing all vanpool members.

**\*\*\*\*\*IMPORTANT-- PLEASE READ BELOW\*\*\*\*\***

I understand that I must currently pay a parking fee set by the Parking Provider at my airport and on the monthly collection date set by ALEX-Alternative Experts, LLC (ALEX). **Fees are collected one day after the first pay date each month for next month's parking.** I understand that until my parking fee is more than \$45.00 per month I am not entitled to subsidy benefits. **I also understand that any additional fees associated with the Parking Program, (lost hang tags, processing (due to failed payments), towing, damage to vehicle, etc.) are not the responsibility of ALEX or TSA.** Please check with your local Parking Authority Provider for a current policy and procedure handout.

By signing below, I certify that the information provided is correct and accurate to the best of my knowledge. My signature represents my authorization for ALEX-Alternative Experts, LLC to draw funds from my account as indicated above **until I provide notice of cancellation.** Cancellation forms can be obtained from your TSA Point of Contact or by calling ALEX at 1-703-502-9700. Completed cancellation forms must be faxed to **1-703-502-9705 two weeks prior to your cancellation date.** **Failure to cancel could result in your refund being withheld.**

**PRIVACY ACT STATEMENT**

ALL TRANSACTIONS WILL BE PROCESSED IN A SECURE ENVIRONMENT AND ALL INFORMATION COLLECTED WILL BE HELD IN COMPLETE CONFIDENTIALITY AND USED ONLY FOR THE PURPOSE OF PROVIDING PARKING PAYMENT SERVICES. [As a government contractor, ALEX is subject to the Privacy Act of 1974, 5 U.S.C. §552A, et. seq., which protects certain information from unauthorized disclosure. The Privacy Act also subjects government contractors to criminal penalties for unlawful disclosure of information protected by the Act.]

***This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a parking fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved. This information will be matched with lists at other Federal agencies of Government-assigned parking to ensure consistency with mode of transportation checked.***

**By signing below, I agree to adhere to the requirements and policies outlined on this form.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

Airport Code: \_\_\_\_\_



## Authorization Agreement for Preauthorized Payments

<b>Airport Code:</b> _____	<b>Type of Request:</b> <input type="checkbox"/> New <input type="checkbox"/> Revised
----------------------------	---

### INSTRUCTIONS:

- Use this form in addition to the enrollment form if you are having your parking fees deducted from your checking or savings account.
- Joint accounts require signatures from all parties
- If you are using a checking account, please attach to this form a copy of a check with the word "VOID" written on it.
- If you are using a savings account, please attach to this form a savings deposit slip with the account information printed on it.

I (we) hereby authorize ALEX-Alternative Experts, LLC, hereinafter called **Company**, to initiate debit entries to my (our) bank account indicated below at the bank named below, hereinafter called **Bank**, to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

\*\*This authorization is to remain in full force and effect until Company has received **written notification** from me of its termination in such time and in such manner as to afford **Company** and **Bank** a reasonable opportunity to act on it.

Bank Account Information		
<b>Account Owner's Name:</b> _____	<b>Last 4 Digits of Social Security #:</b> ____ _	
<b>Bank Name:</b> _____	<b>Branch:</b> _____	
<b>City:</b> _____	<b>State:</b> _____	<b>Zip:</b> _____
<b>Routing Number:</b> _____	<b>Account Number:</b> _____	
<b>Type of Account:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings		

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Employee) Please Print

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Joint) Please Print

For accounting use only:		
<b>Employee ID Number:</b> _____	<b>Processed By:</b> _____	<b>Date:</b> _____

ALL TRANSACTIONS WILL BE PROCESSED IN A SECURE ENVIRONMENT AND ALL INFORMATION COLLECTED WILL BE HELD IN COMPLETE CONFIDENTIALITY AND USED ONLY FOR THE PURPOSE OF PROVIDING PARKING PAYMENT SERVICES. [As a government contractor, ALEX-Alternative Experts, LLC is subject to the Privacy Act of 1974, 5 U.S.C. §552A, et. seq., which protects certain information from unauthorized disclosure. The Privacy Act also subjects government contractors to criminal penalties for unlawful disclosure of information protected by the Act.]