



City of Albuquerque

Non-City/City Parking Lots/Transit Directions for Parking/Transit Enrollment

You do NOT need to re-enroll in the Parking/Transit Benefit unless you want to make changes. If B.A.S.I.C. or the Insurance and Benefits Department do NOT receive a 2008 Enrollment form, the same 2007 deductions will continue for 2008.

Note:

1. If you park in a CITY operated lot, you cannot enroll online for this benefit.
2. You must obtain an Enrollment Form from The Insurance and Benefits Department or from B.A.S.I.C. during open enrollment.
 - a. Complete the Enrollment Form
 - b. Return it to the Insurance and Benefits Department
 - c. If you do not complete the Enrollment Form, your parking deduction will continue on a post tax basis
3. The on-line system is for transit users and employees who park in non-city lots.

If you park in a non-city owned lot:

Information Needed for Non-City Parking Lots and Transit Users to Enroll Online:

1. Before going online to enroll, you will need have available the typical information to input: your name, address, social security number, and phone number.
2. Also, you will need the following information to enroll in the parking benefit:
 - a. An email address
 - b. Name of the non-city operated garage and its location
 - c. Your banking account and routing numbers:
ALL reimbursements are handled through direct deposit
NO checks can be generated to reimburse you
3. Parking cost or transit cost (per month amounts)
4. Date of your first paycheck for the deduction to begin following July 1, 2007

Enrollment Directions:

1. Go to: www.basiconline.com

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1. Go to: www.basiconline.com
2. Click on BASIC Parking.
3. Click on BASIC Parking New User Enrollment Form.
 - a. Follow the online directions
4. You receive a confirmation email back from BASIC. This email will have a Direct Deposit Form as an attachment. Please complete the Direct Deposit Form and return to the Human Resources Department.
5. If you don't receive confirmation by email that your enrollment is complete, please complete the form again at www.basiconline.com

Please remember: **ALL reimbursements are handled through direct deposit.
NO checks can be generated to reimburse you.**

Questions during open enrollment: Call 1-800-473-0455