

Procedures for the TSA Employee Parking Program Managed by KASEMAN LLC

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, KASEMAN 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.]

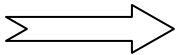
About the Parking Assistance Program

- In accordance with AVO Directive 4221-1, Interim Parking Policy, the employee is responsible for payment of all parking fees up to \$45.00 each month and any additional fees associated with their particular parking authority (lost hang tags, towed vehicle, processing fees, etc.). TSA will subsidize the portion of the parking fees above \$45.00.
- Employees who participate in the federal transit subsidy program are **NOT** eligible to participate in the parking assistance program.

METHODS OF PAYMENT

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

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.

ATTENTION

*** Employees are encouraged to regularly review their credit card expiration dates, fund availability, restrictions, etc., and avoid a processing fee. **If KASEMAN LLC presents a declined card or account for any reason, KASEMAN LLC 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 KASEMAN LLC 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.

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 Master Visa

IMPORTANT: If payment is declined for any reason, KASEMAN LLC will notify the employee by telephone or in writing to obtain a new card number to replace the existing card on file. **THERE IS A \$20 PROCESSING FEE FOR ANY REJECTED PAYMENT.** For those employees who are contacted by KASEMAN, a second attempt to collect with the new card will be done **within one week**. This date is at KASEMAN’s discretion.

IMPORTANT: If payment is declined a second time or KASEMAN LLC has not received new card information, the employee will be removed from the program effective at the end of that month. KASEMAN LLC will notify the employee by phone or in writing of the pending removal from the program. If removal occurs, the employee may re-apply to the program by submitting a new “Employee Enrollment Form”, and selecting “Reinstatement.” *Requests for reinstatement will be considered on a case-by-case basis, and only after any assessed fees due KASEMAN LLC are paid in full.*

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, KASEMAN LLC also needs the other party to sign the bank authorization form. Without that signature, we cannot use that payment method for your parking fee.

IMPORTANT: If payment is declined on the first attempt, KASEMAN LLC will contact the employee by phone or in writing to notify the employee that there was a problem with the account on file. **THERE IS A \$20 PROCESSING FEE FOR ANY REJECTED PAYMENT.** For those employees who are contacted by KASEMAN, a second attempt to collect with the new account will be done **within one week**. This date is at KASEMAN’S discretion.

IMPORTANT: If payment is declined a second time or KASEMAN LLC has not received a new account to collect from, the employee will be removed from the program effective at the end of that month. KASEMAN LLC will notify the employee by phone or in writing of the pending removal from the program. If removal occurs, an employee may re-apply to the program by submitting a new “Employee Enrollment Form”, and selecting “Reinstatement.” *Requests for reinstatement will be considered on a case-by-case basis, and only after any assessed fees due KASEMAN LLC are paid in full.*

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 Master Visa *(Your debit card must show a Visa or MasterCard logo to process)*

IMPORTANT: If payment is declined, KASEMAN LLC will notify the employee by telephone or in writing regarding the rejection and to obtain a new card number. **THERE IS A \$20 PROCESSING FEE FOR ANY REJECTED PAYMENT.** For those employees who contact KASEMAN a second attempt to collect with the new card will be done **within one week**. This date is at KASEMAN LLC discretion.

IMPORTANT: If payment is declined a second time or KASEMAN LLC has not received new card information, the employee will be removed from the program effective at the end of that month. KASEMAN LLC 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 KASEMAN LLC 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, KASEMAN LLC 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 1-703-413-7450 or mailed to:

KASEMAN LLC (TSA-EPAP)
1600 Tysons Blvd., Suite 1400
McLean, VA 22102

ABOUT THE CONTRACTOR

KASEMAN LLC is an experienced leading provider of Strategic Outsourcing, Project Management, Engineering, Telecommunications, Professional, and Information Technology support service. KASEMAN LLC was founded in January 1996.

KASEMAN LLC can be contacted toll free at **1-800-259-0814** or **703-676-3200**
Our secure fax number is 703-413-7450.