

**PAYROLL DEDUCTION AUTHORIZATION FOR NORTHWESTERN UNIVERSITY'S TRAIN SHUTTLE**

Name : \_\_\_\_\_ NU ID # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PLEASE CIRCLE ONE**

- New participant
- Change my current deduction
- Cancel my deduction effective \_\_\_\_\_
- Suspend my deduction from (m/yr) \_\_\_\_\_ to (m/yr) \_\_\_\_\_

**PLEASE CIRCLE MAILING OPTION**

- University Services – Abbott Hall, Room 100
- Home
- Work Location

**PAYROLL AUTHORIZATION**

I authorize Northwestern University to deduct from my monthly wages, on a pre-tax basis (if eligible) the cost of a monthly or single ride ticket.

As provided by the Transportation Equity Act, I will be using the shuttle pass for my direct commute from home to work and return. I will not give, barter, exchange, or otherwise transfer this shuttle pass to any other person.

Changes for the current month deductions must be received in University Services, Abbott Hall, Rm 100, no later than the 5<sup>th</sup> day of the current month. Changes received after the 5<sup>th</sup> of the month will be made to the following month's deduction. Deductions for the month will be for following month's shuttle pass.

I understand that if I want to cancel my deduction and the cancellation is not received by the 5<sup>th</sup> of the month, a deduction will still occur.

I understand that if I elect to have my shuttle pass mailed to either my home or work location, that University Services is not responsible if the pass is lost.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date