



Brandeis University Authorization for Payroll Deduction

Purchase of MBTA Commuter Pass

Rates as of July 1, 2012

This form authorizes payroll deductions for Brandeis University employees who work 17.5 or more hours per week (.50 FTE or greater). Please complete the form, sign, and send to HR, MS #118.

Personal Information

Name: _____
Last
First
MI

Department: _____ Phone #: _____

Select Transaction

START
 CHANGE (From: _____)
 STOP

Please make this change effective for my _____ T-Pass
Month

Note: T-pass payroll deductions are processed in the month preceding the pass month affected. For example, if you wish to purchase an October T-pass the payroll deduction is processed in your September paycheck. Employees paid weekly have the deduction taken in their second weekly paycheck. Employees paid semi-monthly have the deduction taken in the paycheck issued on the 15th of the month.

Select type of T-Pass

- | | | |
|--------------------------|---------------------------|-----------------------|
| ___ Zone 1 \$173.00 | ___ Zone 6 \$275.00 | ___ Bus \$48.00 |
| ___ Zone 2 \$189.00 | ___ Zone 7 \$291.00 | ___ Link Pass \$70.00 |
| ___ Zone 3 \$212.00 | ___ Zone 8 \$314.00 | ___ Boat \$262.00 |
| ___ Zone 4 \$228.00 | ___ Zone 9 \$329.00 | |
| ___ Zone 5 \$252.00 | ___ Zone 10 \$345.00 | |
| | | |
| ___ InterZone 1 \$82.00 | ___ InterZone 6 \$151.00 | |
| ___ InterZone 2 \$100.00 | ___ InterZone 7 \$167.00 | |
| ___ InterZone 3 \$109.00 | ___ InterZone 8 \$184.00 | |
| ___ InterZone 4 \$118.00 | ___ InterZone 9 \$201.00 | |
| ___ InterZone 5 \$134.00 | ___ InterZone 10 \$218.00 | |

T-passes are ordered one month in advance and the payroll deduction covers the purchase of a T-pass for the following month. Once a pass is ordered on my behalf, no returns or refunds will be allowed. I realize I must submit a new form to Human Resources, at least 30 days in advance to make any changes to my T-pass deduction. Temporary suspension of this deduction is not allowed unless the suspension will exceed two or more months. In that instance, I must submit a form requesting a STOP for the deduction and a START form to get back into the program.

I authorize Brandeis University to deduct the cost of the monthly MBTA pass indicated above from my paycheck on a pre tax basis. I understand that Brandeis University is not responsible for any errors incurred due to incorrect information that I may have provided. I agree to notify Human Resources at extension 6-4474 if any errors occur.

I UNDERSTAND AND AGREE TO COMPLY WITH THE CONDITIONS STATED ABOVE.

Signature: _____ Date: _____

For Office Use Only
 Eligibility: _____ Month Effective: _____