



RTA Commuter Advantage Program

Employees may elect to have their transit pass purchased through payroll deductions. The IRS allows the first \$125 a month per employee to be taken from pre-tax salary. Any additional pass amount will be deducted from taxed salary. Please use this form to sign up for participation in the program. Requests received by the 10th of the month will be processed for the following month.*

Section I – Employee Information

Employee Name	Banner Number	E-Mail Address
Street Address	City, State and Zip Code	Phone Number

Section II– Enrollment/Payroll Deduct Authorization

I am electing to participate in the Cleveland Regional Transit Authority Commuter Advantage Pass Program. I authorize the Payroll Department to deduct the amount checked below:

Please check one: This is a new request I am changing my current option

I understand this election will continue until I authorize cancellation of said enrollment.

Initials

Type of Pass	Detail and Cost of Pass
Monthly	RTA Bus/Rapid \$ 85.00 <input type="checkbox"/> Senior/Disabled \$38.00 <input type="checkbox"/> RTA Park-N-Ride \$95.00 <input type="checkbox"/>
Sign and date here →	Employee Signature: _____ Date: ___/___/___

Payroll deductions will appear on the second paycheck of the month for staff employees.

Section III– Cancellation/Authorization to discontinue payroll deductions

I am requesting to cancel my enrollment in the Business Pass program and discontinue my payroll deductions. Requests received by the 10th of the month will cancel future bus passes for the following month.

Employee Signature: _____ Date: ___/___/___

**IRS allowance effective January 1, 2008.*

Received in Payroll _____
Date