



BOSTON PUBLIC SCHOOLS
MBTA Pass Deduction Program
Enrollment Form

1. Personal Information:

Name:		ID#:	
Pay Frequency:	Weekly <input type="checkbox"/>	Bi-Weekly <input type="checkbox"/>	Department:
Title:		Work Phone:	

2. Action Type:

Start deduction: first month to receive pass: _____

Stop deduction: last month to receive pass: _____

3. MBTA Pass Selection: Please check appropriate box to start new deduction. **If changing your pass type check start for new pass type and also check stop for old pass type.**

Start Stop

BPS EMPLOYEES			
<input type="checkbox"/>	<input type="checkbox"/>	Local Bus (MBTBUS)	\$50
<input type="checkbox"/>	<input type="checkbox"/>	Link Pass (MBTLNK)	\$75

4. Authorization:

I hereby authorize the City of Boston to deduct from my compensation each month the cost of the monthly MBTA pass indicated above. I further agree to abide by all rules and regulations governing the MBTA Pass and MBTA Pass Deduction program as indicated on the reverse of this form.

Employee Signature and Date:	
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CP Use Only:

Done by: _____ Pay End Date: _____ Verify by: _____

MBTA Pass Deduction Program Instructions and guidelines:

1. Employees may order one (1) pass only.
2. **After receiving your pass, you cannot obtain a refund.**
3. All BPS employees, who work at 26 Court Street, with the exception of those claiming tax exempt status on their W-4, or those on Workers' Compensation, may participate in the Program.
4. Boston Public Schools employees can only participate in the Program if receiving a Charlie Card.
5. The full cost of the pass will be deducted from the check issued on the dates listed below.
6. Employees who do not receive a check or do not have sufficient earnings in the first check of the month, for whatever reason, will not have the deduction taken and will not receive a pass.
7. Requests to start or stop a deduction **must** be received in the Auditing Department, Central Payroll Office before the **Enrollment form Deadline** identified below: All requests to start or stop a deduction must be in writing using the MBTA Pass Deduction Program Enrollment Form. Forms should be sent to:
Auditing/Central Payroll
Room M-4, City Hall
Fax: 635-4339
8. Employees may order one (1) pass only.
9. All City of Boston employees, those claiming tax exempt statuses on their W-4, or those on Workers' Compensation, may participate in the Program.
10. The full cost of the pass will be deducted from the check issued on the dates listed below.
11. Employees who do not receive a check or do not have sufficient earnings in the first check of the month, for whatever reason, will not have the deduction taken and will not receive a pass.
12. **Any employee who uses their Monthly Link Pass or Local Bus Pass prior to its effective date will be responsible for any cost incurred. The City of Boston will deduct that amount directly from the employee's next paycheck.**
13. Requests to start or stop a deduction **must** be received in the Central Payroll Office before the **Enrollment form Deadline** identified below:

MBTA Pass Month/Year	Deduction Pay Period End Date	Deduction taken in Check Date issued:	Form to be submitted to Central Payroll by
Jan-14	Friday, November 29, 2013	Friday, December 06, 2013	Wednesday, November 27, 2013
Feb-14	Friday, December 27, 2013	Friday, January 03, 2014	Wednesday, December 25, 2013
Mar-14	Friday, February 07, 2014	Friday, February 14, 2014	Wednesday, January 29, 2014
Apr-14	Friday, March 07, 2014	Friday, March 14, 2014	Wednesday, February 26, 2014
May-14	Friday, April 04, 2014	Friday, April 11, 2014	Wednesday, April 02, 2014
Jun-14	Friday, May 02, 2014	Friday, May 09, 2014	Wednesday, April 30, 2014
Jul-14	Friday, May 30, 2014	Friday, June 06, 2014	Wednesday, May 28, 2014
Aug-14	Friday, June 27, 2014	Friday, July 03, 2014	Wednesday, June 25, 2014
Sep-14	Friday, July 31, 2014	Friday, August 01, 2014	Wednesday, July 30, 2014
Oct-14	Friday, September 05, 2014	Friday, September 12, 2014	Wednesday, September 03, 2014
Nov-14	Friday, October 03, 2014	Friday, October 10, 2014	Wednesday, October 01, 2014
Dec-14	Friday, October 31, 2014	Thursday, November 07, 2014	Wednesday, October 29, 2014
Jan-15	Friday, November 28, 2014	Friday, December 05, 2014	Wednesday, November 26, 2014

14. All requests to start or stop a deduction must be in writing using the MBTA Pass Deduction Program Enrollment Form. Forms should be sent to:
Auditing/Central Payroll
Room M-4, City Hall
Fax: 635-4339
15. Deductions may be refunded only if the employee notifies the Treasury Department within the first week from when the deduction was taken.
16. Treasury will only replace the Bus or Link Passes if they are lost or stolen. Employees whose pass has been replaced three times within a six month period will be suspended from the program
17. Passes will be distributed by Treasury through Department MBTA Pass Program Coordinators.
18. Questions regarding the Pass program should be directed to:
Treasury/Payroll
Window M-36, City Hall
Tel: 635-4151
19. Questions regarding your Pass deduction should be directed to:
Auditing/Central Payroll
Room M-4, City Hall
Tel: 635-3656
20. **Pass deductions are made on a pre-tax basis up to \$130.00 Passes over \$130.00 will have any amount over \$130.00 taken on an after-tax basis.**