

## CLACKAMAS COUNTY MONTHLY TRANSIT PASS PAYROLL DEDUCTION FORM

Clackamas County employees have the option of paying for an all-zone Tri-Met transit pass using pre-tax income and having a Tri-Met pass mailed to them automatically each month.

The County will pay 50% per month towards your pass and Benefits will deduct the amount you owe Tri-Met from the second pay check of each month for passes effective the second following month (i.e. payroll deduction in September for November pass). Since the amount you owe will be deducted in pre-tax dollars, your net paycheck will be reduced by a lesser amount.

Employees may begin or end their participation in the program at any time by submitting a completed cancellation form with a minimum of six weeks advance notice.

Please sign the form at the bottom of this page which authorizes the County to make the deduction and adjust it for fare increases.

*Print Name* \_\_\_\_\_

*Mailing Address* \_\_\_\_\_

*City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

I authorize Payroll on the second payroll of each month to deduct from my wages \$43.00 for an all-zone Tri-Met transit pass until further notice. I also authorize the County to adjust this amount to accommodate fare increases.

*Date* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Employee #* \_\_\_\_\_

*Department* \_\_\_\_\_ *Work Phone* \_\_\_\_\_

<b>Deadline for sign-up or cancellation</b>	<b>Change will affect this transit pass</b>
August 18, 2008	September 2008
August 29, 2008	October 2008
September 15, 2008	November 2008
October 13, 2008	December 2008
November 21, 2008	January 2009
December 19, 2008	February 2009
January 16, 2009	March 2009
February 13, 2009	April 2009
March 16, 2009	May 2009
April 13, 2009	June 2009

**Return form to DES-Risk & Benefits**