

**CLACKAMAS COUNTY
MONTHLY TRANSIT PASS/TICKETS PAYROLL DEDUCTION FORM**

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

The County will pay 50% per month towards your pass or book(s) of tickets. The Risk & Benefits Division will deduct the amount you owe Tri-Met from the second pay check of each month. Since the amount you owe will be deducted in pre-tax dollars, your net paycheck will be reduced by a lesser amount.

This policy applies to all benefits eligible (regular full-time and part-time) employees. Temporary and contract employees are not eligible. Please reference EPP 57 for more information:

<http://www.clackamas.us/des/documents/epp/epp57.pdf>

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 the amount specified below until further notice. I also authorize the County to adjust this amount to accommodate fare increases. I pledge to use the Tri-Met pass or tickets primarily for my own transportation to and from work. I understand that the sale, trade or transfer of transit passes given by my employer is strictly prohibited.

- \$50.00 for an all-zone Tri-Met transit pass
- \$25.00 for two adult 10-ticket books of 2-hour tickets (20 total tickets)
- \$12.50 for one adult 10-ticket book of 2-hour tickets (10 total tickets)

Date _____

Signature _____ Employee # _____

Department _____ Work Phone _____

Deadline for sign-up or cancellation	Change will affect this transit pass/tickets
2 nd Thursday of the month	Pass/tickets effective the first day of not the next month, but the month after. It takes this long because of payroll cycles and Tri-Met pass sending cycles.
Example: June 12, 2014	August 1, 2014

Return form to DES-Risk & Benefits

Questions? Contact:

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