

Pre-tax Tri-Met Bus Pass Application

How the Pre-Tax Tri-Met Bus Pass Program works.

- This benefit is for Portland Community College employees only, (staff, casual and faculty) Students need to go to the business office to receive a [Discounted Student Select Pass](#)
- This form needs to be complete, signed and sent to **Payroll – Downtown Center**
- The payroll deduction will be deducted from the 1st pay check of the month. If paid on a Bi-weekly basis the monthly rate will be deducted in full from the 1st paycheck of the month.
- The Tri-Met pass you select will be mailed to your home address as listed in Banner. You will receive your 1st monthly pass in the month following your 1st payroll deduction.

For Example: A \$100.00 deduction is taken from your December paycheck. At the end of December you would have a January pass mailed to your home address.

Cut-off date to enroll in the pre-tax Tri-Met Buss Pass Program is the 15th of each month

Once you are enrolled you will remain in the program until you notify Payroll in writing to end your monthly payroll deduction.

There are no refunds or returns of transit passes. Deductions may be changed or terminated by submitting a new application, but it must be received in Payroll by the 15th of the month.

Name (please print)	PCC ID# G
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What are you purchasing?

- Monthly pass for \$100.00 /month
- Honored Citizen Pass for \$28.00 /month. Must be age 65 or older, or on Medicare, or with mental or physical disabilities. Must have a Tri-Met Honored Citizen Card.
- Other: _____

Authorization and signature for pre-tax payroll deductions

- I authorize Portland Community College to **begin** a new monthly payroll deduction
- I authorize Portland Community College to **end** my current payroll deduction.

X _____
SIGNATURE DATE

I understand that neither PCC nor Tri-met will replace any lost or stolen passes and that I may not receive a refund for my monthly pass once it has been purchased.