

***MBTA Payroll Deduction Enrollment Form
Custodians and Security Employees***

NAME _____ **DATE** _____

SCHOOL/DEPARTMENT _____

Please enroll me in the Cambridge School Department MBTA Pass Program through Payroll Deduction. I understand that the cost of this program will be automatically deducted from my pay check each month.

- I would like to: Enroll Change Current Pass Cancel Pass
 Automatically deactivate my pass for summer & reactivate in the fall

I would like to purchase or change to the following pass:

<i>Check one box only</i>	TOTAL COST OF MONTHLY PASS	65% REIMBURSEMENT (\$40 MAX)	FINAL MONTHLY COST
<input type="checkbox"/> <u>MONTHLY BUS PASS</u> <i>Unlimited Travel on Local Bus Service</i>	\$55.00	-\$35.75	\$19.25
<input type="checkbox"/> <u>MONTHLY LINK PASS</u> <i>Unlimited Travel on Subway and Local Bus Service</i>	\$90.00	-\$40.00	\$50.00
<input type="checkbox"/> <u>INNER BUS EXPRESS</u> <i>Unlimited travel on Inner Express Bus PLUS Subway & Local Bus</i>	\$136.00	-\$40.00	\$96.00
<input type="checkbox"/> <u>OUTER EXPRESS BUS</u> <i>Unlimited travel on Outer Express Bus PLUS all Inner Express Bus, Subway & Local Bus</i>	\$168.00	-\$40.00	\$128.00

Employee Signature *(If submitting this form electronically, type your name on the signature line)* _____

MBTA Pass Information Sheet

1. Pass Deduction and Activation Timeframe:

The monthly MBTA deduction occurs on the following pay periods:

- **If you receive a semimonthly check:** Payroll deductions are on the last payroll of the month.
- **If you receive a weekly check:** Payroll deductions are on the 3rd payroll of the month.

It takes approximately two months to activate a new MBTA pass. The chart below details the relationship between when your of deduction is taken and the card activation month.

Payroll Deduction Month	Card Activation Month
July	September
August	October
September	November
October	December
November	January
December	February
January	March
February	April
March	May
April	June
May	July
June	August

2. Summer Deactivation – Fall Reactivation Option: For individuals who checked this option, deductions will stop and start again on the following schedule:

- 10 Month Employees: Your final payroll deduction will be in April and your card usage will end on June 30th. Your deductions will begin again in July and your card usage will begin on Sept.1st. **Please dispose of your old card. You will receive a new card at the end of August.**
- 11 Month Employees: Your final payroll deduction will be in May and your card usage will end on July 31st. Your deductions will begin again in July and your card usage will start on Sept. 1st. **Please dispose of your old card. We will mail you a new card at the end of August.**

3. Link or Bus MBTA Pass

- Once you are enrolled, the re-usable pass will be mailed to your home address and it is automatically activated for use each month.
- **Lost/Damaged/Stolen Link or Bus Pass:** Please contact payroll@cpsd.us to request a replacement card.