

MBTA PAYROLL DEDUCTION ENROLLMENT FORM

- This program is available only to eligible* employees who typically receive paychecks 12 months per year
- Eligible* employees who do not receive paychecks 12 months per year, as well as those who purchase Monthly MBTA Passes that are not available through this program, may submit paperwork for reimbursement using the “**T Pass Reimbursement Form**” (available on line @ www.cpsd.us)

NAME _____

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 purchase the following pass:

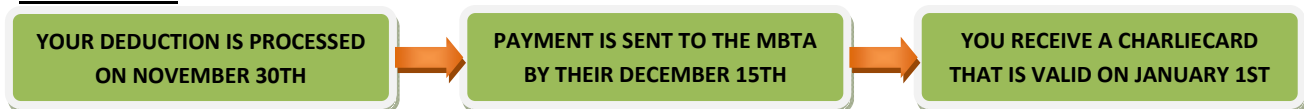
<i>Check one box only</i>	TOTAL COST OF MONTHLY PASS	65% REIMBURSEMENT (\$60 MAX)	FINAL MONTHLY COST
<input type="checkbox"/> MONTHLY BUS PASS <i>Unlimited Travel on Local Bus Service</i>	\$55.00	-\$35.75	\$19.25
<input type="checkbox"/> MONTHLY LINK PASS <i>Unlimited Travel on Subway and Local Bus Service</i>	\$90.00	-\$58.50	\$31.50
<input type="checkbox"/> INNER BUS EXPRESS <i>Unlimited travel on Inner Express Bus PLUS Subway & Local Bus</i>	\$136.00	-\$60.00	\$76.00
<input type="checkbox"/> OUTER EXPRESS BUS <i>Unlimited travel on Outer Express Bus PLUS all Inner Express Bus, Subway & Local Bus</i>	\$168.00	-\$60.00	\$108.00

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

SEND FORM TO: Payroll Department
135 Berkshire Street
Cambridge, MA 02141
Email: payroll@cpsd.us

PLEASE NOTE: Due to MBTA payment deadlines and CPS MBTA Payroll Deductions occurring on the last pay period of each month, it usually takes approximately six weeks for your enrollment to be complete and your CharlieCard to be available.

FOR EXAMPLE:



**Who is eligible for the MBTA Pass Reimbursement Benefit?*

- ✓ All Cambridge Education Association members, full or part time (Units A-E)
- ✓ All full and part time members of Custodian, Family Liaison, Food Services, and Security Collective Bargaining Units
- ✓ Any Non-Union, Permanent Employee who works 20 or more hours per week