 PAYROLL SHARED SERVICES

MASS TRANSIT

PAYROLL DEDUCTION AUTHORIZATION

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorize SAO Payroll Shared Services to deduct the following from my paycheck beginning on the 15th of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following transit pass(es).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Georgia Regional Transportation Authority (GRTA)** | | | | |
| **TRANSIT** | | | **MONTHLY RATE** | **SELECTION / CANCELLATION** |
| Xpress - 31 Day Pass (GRTA)(Green Zone) | | MEXPBB | $90.00 |  |
| Xpress - 31 Day Pass (GRTA)(Blue Zone) | | MEXPBB | $125.00 |  |
| Xpress - 10 Ride Pass (GRTA)(Green Zone) | | MXP10B | $25.00 |  |
| Xpress - 10 Ride Pass (GRTA)(Blue Zone) | | MXP10B | $35.00 |  |
| MARTA Monthly Unlimited Pass (Limit 1 Pass) | | MARTAB | $80.75 |  |
| MARTA 10-Trip Breeze Ticket | | MMT10B | $25.00 |  |
| **Passes above are loaded Monthly on MARTA assigned Breeze Cards** | | | | |
| **Georgia Regional Transportation Authority (GRTA)** | | | | |
| **TRANSIT** | | | **MONTHLY RATE** | **SELECTION / CANCELLATION** |
| Cobb (CCT) Monthly Unlimited Pass | MCCTB | | $125.00 |  |
| Cobb (CCT) 20-Ride Pass | MCT20B | | $65.00 |  |
| Gwinnett (GCT) Monthly Unlimited Pass – Zone 1 | MGCTB | | $130.00 |  |
| Gwinnett (GCT) Monthly Unlimited Pass – Zone 2 | MGCTB2 | | $171.00 |  |
| Gwinnett (GCT) 10-Ride Pass – Zone 1 | MGT101 | | $32.50 |  |
| Gwinnett (GCT) 10-Ride Pass – Zone 2 | MGT102 | | $45.00 |  |
| *Updated July 1, 2019* | | | | |

I understand that the rates are established by the Georgia Regional Transportation Authority and the Marta, Cobb, and Gwinnett Transit Authority and are subject to change. I further authorize SAO Payroll Shared Services to deduct the new monthly amounts as they are confirmed. I also understand that there is no refund for this pre-tax deduction.

**\*\*\*\*For DCS, DOAS/ Attached Agencies, OPB/ Attached Agencies, and PAP, DPH:** I understand that I am responsible for the cost of the initial card and any replacement cards thereafter..

**CANCELLATION** – **Write CANCEL** in the Selection / Cancellation field.

I understand that the payroll deduction is processed in the month proceeding the month that the transit pass is issued. I further understand that the deadline to submit a written request to authorize, change, or discontinue payroll deductions is the **1st of the month** preceding the month that the transit pass is issued.

SIGNATURE: DATE:

EMPLOYEE ID#: \_\_\_\_\_\_\_\_\_ EMPLOYING AGENCY:

EMPLOYEE’S TRANSIT CARD #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_