

Pre-tax Election & Payroll Deduction (Metrolink), Passes by Mail (Metrolink & Transit Check) Form

If you elect to Pre-tax your monthly Metrolink pass, your regular pay will be reduced up to \$105. Please note the following restrictions of this alternative:

- Your pay reduction cannot be stopped or changed during the calendar year (even if your METROLINK expenses change), unless you: **(1)** have a change in family status as determined by the University in its discretion (i.e., new child; your spouse changes jobs; you divorce or marry); **(2)** the change in your mode of travel is consistent with the change in your family status; AND **(3)** you notify Transportation Services of your change in family status within 30 days of the change.
- The METROLINK benefit election and pay reduction can only be initiated before the calendar year for which the service is desired, except for mid-year initiation allowed for new hires, or on account of and consistent with a change in family status.

I choose to reduce my regular pay (up to \$105.00 a month) for METROLINK. This pay reduction will continue unless I revoke my choice in writing in December preceding a calendar year. I understand that if I do not pick up my METROLINK pass for the month, I will be charged the reduction amount (not exceeding \$105).

Payroll Deduction Option

No, I am not interested in the tax reduction but would like to have my METROLINK pass payroll deducted each month. I understand that I will not be charged if I do not pick up my monthly METROLINK pass.

Delivery Options:

- New Feature! Passes By Mail:** Deliver my payroll deducted METROLINK pass or Transit Check (voucher) to my office via USC Mailing Services. All orders must be received by the 15th to ensure delivery by the 1st. *USC TrojanTransportation is not responsible for lost or misdirected mail.*
- I choose to pick-up my pass through TrojanTransportation's Will-call.

Cancellation

I choose to cancel my reduction in accordance with the above stated rules and regulations.

Which METROLINK Station (City): _____
(Please PRINT)

Last Name: _____ First Name: _____ M.I. _____
Payroll#: _____ USC Employee/Student #: _____
Permanent Address: _____ City: _____
State: _____ Zip Code: _____

Work Phone #: _____ E-mail Address: _____
Campus: _____ Office Location: _____ Building Code: _ _ _
Building Address: _____ Mail Code: _ _ _ _

Employee's Signature: _____ Date: _____