



Office Use:

Name: \_\_\_\_\_

ADP Date: \_\_\_\_\_



## Metropass Enrollment Form

Effective Date: \_\_\_\_\_

### Enrollment Instructions

- This benefit is for regular full time, part time and seasonal Municipal Building Commission employees only. Temporary, intermittent, and contract employees are not eligible.
- Return this form by email (Nicky.Giancola@municipalbuilding.org) or inter-office (MBC Admin/HR Benefits-350 So. 5th, Room 105) **by the first Friday of the month** in order for your Metropass to be effective the first day of the *following* month. If the first is on a Friday, weekend or holiday, it is due the following business day.
- A temporary pass is NOT issued before your Metropass is activated. If you wish to ride the bus during that time, you may purchase a bus pass at Commuter Connection located at 505 Nicollet, Suite 100, across from the LRT platform. They share an entrance with Centerpoint. Call Metro Transit at 612-466-7322 for more information.

By my signature, I hereby authorize the MBC to deduct the monthly amount, **as checked below**, from the second paycheck of each month to purchase a Metropass on a pre-paid, pre-tax basis.

### I understand the following:

- My participation begins the first day of the month *following* my first payroll deduction.
- The MBC Metropass program provides up to \$3.25 per ride. If a ride costs more than \$3.25, I will need to pay that with added value on my Metropass card. Find your fare at <http://www.metrotransit.org/fares>.
- My participation in the program will continue until I submit a cancellation form **by the first Friday of the month previous** to the cancellation month.
- Ridership begins the first day of the month and ends the last day of the month.
- Refunds are not issued for late cancellations, terminations from employment or failure to inform MBC Admin/HR Benefits about a change in union which could result in a different Metropass rate.
- If my Metropass is damaged, lost, or stolen, I will receive a temporary pass from the MBC office (after completing a Replacement Form) until a replacement card is issued. An additional \$5.00 fee will deducted from my paycheck for both the first and second replacement in a 12-month period. I understand that a lost or stolen pass will not be replaced a third time within a 12-month period. A defective card is replaced at no charge (use the Replacement form on the MBC Employee Website or in the Forms Library in the ADP system).
- My Metropass may be temporarily deactivated for three months (use the Cancellation/Suspension Request Form). After three months my pass will be deactivated. To reactivate, I understand that I must submit a new Enrollment Form to MBC Admin/HR Benefits by the first of the month in order for my Metropass to be effective the following month.

**Check:** ☐ Metropass (\$83.00)

Employee Name (please print)

Employee ID Number

Work Telephone Number

Employee Signature

Date

- You will be notified by email when your Metropass is ready to be picked up in the MBC Admin/HR Benefits Office (your signature is required). Please contact MBC Admin/HR Benefits if you have questions .