



METROPASS ENROLLMENT FORM

INSTRUCTIONS

Have your picture taken at the MetroTransit Store in the US Bank Center, 101 E. 5th Street, 2nd floor skyway between the hours of 9:30-11:30 a.m., Monday through Friday, and obtain a receipt showing the date you had your photo taken. Complete and return this Enrollment Form, along with the photo receipt, to your Department Payroll Contact no later than the 15th of the month prior to the month of activation. Your Payroll Contact will contact you when your permanent pass is ready to pick up.

ENROLLMENT

By signing below, I acknowledge and agree that the monthly payment of \$41.50 for the Metropass will be made through payroll deduction on the second paycheck of each month for the next month's Metropass payment. I also understand that I will be automatically enrolled in the Transportation Expense Account-Payroll Deduction Account (PDA) and that the deduction will be taken pre-tax unless I submit a "PDA Change in Participation" form, which is available on RamseyNet or from my department Payroll Contact.

I understand that if I wish to cancel my participation in the Metropass Program, I must complete a Metropass Cancellation form and submit it to my Department Payroll Contact no later than the 15th of the month prior to the month of cancellation. They will forward it to the Budgeting & Accounting Office, Room 270 County Courthouse, 15 W. Kellogg Blvd. I also understand that my Metropass must be returned to my Department Payroll Contact no later than the 3rd working day of the month to be cancelled.

A lost Metropass will be subject to a fine and/or program cancellation. The Metropass card is issued to me for my use ONLY. Program rates are subject to change throughout the year.

NAME: _____ (Please Print)	Employee ID #: _____
SIGNATURE: _____	DATE: _____
DEPT. NAME: _____ (Location/Department)	

Permanent Card #: _____ **Date:** _____

If you terminate your employment with Ramsey County while participating in the Metropass Program, you must return your Metropass to your Department Payroll Contact on or before your last day of work. If you do not return the Metropass, any applicable fees charged by Metro Transit will be deducted from your final pay check .