

**Form deadline is the 5th of each month, for changes to the following month's pass.**

## BMC Employee Discounted Monthly MBTA Pass Payroll Deduction Authorization Form

- To be eligible, you must be a BMC permanent employee scheduled to work 24 hours or more; or be a House Officer.
- Discounted, pre-taxed MBTA passes are available through payroll deduction only.
- Please put a check next to the type of pass desired below.
- Deductions will be made in the first 3 paychecks of the month for the following month's pass.
- To newly enroll, change or to cancel; forms must be received in the payroll office by the 5th of each month for the following month's pass.

Check One:

☐ New Enrollment

☐ Change Pass Type

☐ Cancel Pass

PASS TYPE	CHECK ONE	EMPLOYEE MONTHLY 35 % DISCOUNTED RATE	PAYROLL CODE
LOCAL BUS		32.50	4160
LINK PASS		48.75	4162
INNER EXPRESS BUS		74.75	4176
OUTER EXPRESS BUS		109.20	4177
ZONE 1A Commuter Rail		48.75	4179
ZONE 1 Commuter Rail		118.30	4164
ZONE 2 Commuter Rail		128.70	4165
ZONE 3 Commuter Rail		144.30	4166
ZONE 4 Commuter Rail		155.35	4167
ZONE 5 Commuter Rail		172.25	4168
ZONE 6 Commuter Rail		187.85	4169
ZONE 7 Commuter Rail		198.90	4170
ZONE 8 Commuter Rail		214.50	4171
ZONE 9 Commuter Rail		224.25	4172
ZONE 9 Interzone		137.15	4182
ZONE 10 Commuter Rail		235.30	4186
COMMUTER BOAT		178.75	4173
SENIOR/T.A.P.		18.85	4175

I hereby authorize payroll to deduct, change or cancel deductions for an MBTA pass. New LINK and BUS cards are distributed at the end of each month, as a convenience only, for usage on the 1st of the following month. If cards are used before the 1st of the following month, it will result in an early usage charge for an additional whole month's usage.

Employee Name \_\_\_\_\_ Employee # \_\_\_\_\_

Please Print

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Return This Form to: BMC Payroll Office, 85 E. Concord St., Room 2212  
Fax to: (617) 414-1617

Date Processed: \_\_\_\_\_ Revised 5/20/2014