



UNIVERSITY OF MASSACHUSETTS  
PRESIDENT'S OFFICE

PRE – TAX MBTA PROGRAM  
ENROLLMENT/CHANGE FORM

Employees who purchase Transit Passes through payroll deduction will be able to have this deduction taken on a pre-tax basis up to \$230 per month. This will reduce the employee's taxable income for each month that the deduction is taken in this manner.

1. I am hereby making an election to have the actual cost of my transit pass paid for through payroll deduction on a pre-tax basis beginning with the next calendar month.
2. This election shall be automatically renewed each month unless revoked by me, prior to the first day of the month.
3. Each monthly election is irrevocable. I understand that refunds of payroll deductions for any month, for which I elect to purchase a transit pass through payroll deduction, are not permitted.
4. I understand that this salary reduction affects my Federal and State gross wages and/or my Medicare gross wage base.

_____ Employee Name	_____ Signature	_____ Date
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_____ Monthly Pass Category	_____ Amount
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Change T-Pass from \_\_\_\_\_ to \_\_\_\_\_

New \_\_\_\_\_ Cancel T-Pass \_\_\_\_\_ Restart T-Pass \_\_\_\_\_

**Enrollment or notification to stop a deduction, or cancel a T-pass will be processed in the first available pay period.**

**Please complete and return form to:**

**Human Resources Office, 333 South Street, 4<sup>th</sup> Floor, Shrewsbury, MA**

**FAX: 774-455-7574**

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