

Monthly Transit Payroll Deduction Enroll/Change/Cancel Lane Transit District

State of Oregon employees have the option of paying for transit costs by payroll deduction. The cost is deducted from paychecks each month, all or part of it pre-tax, as shown. Your agency will mail the transit passes to you.

To enroll, make changes or cancel from the program, complete this form and return it to your agency payroll office. This authorizes your agency to make the payroll deduction and to adjust it for any fare increases. Please allow six weeks for payroll to process your request.

Enroll

Employee Name _____

Home Mailing Address _____

City _____ State _____ Zip _____ Work Phone _____

Lane Transit District Monthly Pass (\$48 pre-tax) \$48.00
 Starting Month _____

Address Change

Employee Name _____ Eff. Date of Change _____

New Home Mailing Address _____

City _____ State _____ Zip _____ Work Phone _____

Cancel My Deduction

Please cancel my transit pass payroll deduction.
 The last pass I want to pay for is _____.

Restart My Deduction

I would like to restart my transit cost payroll deduction for the
 month of _____.

State of Oregon Authorization for Monthly Transit Cost Payroll Deduction

I authorize my agency to deduct from my wages \$_____ per month until further notice.
 I also authorize my agency to adjust this amount to accommodate fare increases.

 Employee Name

 Signature

 Date