

**NORTHEASTERN UNIVERSITY
PRE-TAX TRANSIT PASS ORDER FORM**

Election and Compensation Reduction Agreement

Name: _____ NUID# 000 _____ Ext: _____
Home Address: _____ Home Phone #: _____ E-Mail Address: _____
_____ NU Dept. _____ Office Address: _____

MBTA Pass Election – BENEFIT ELIGIBLE EMPLOYEES ONLY: please check one

- | | | |
|---|--|--------------------------|
| LOCAL BUS | (\$40.00/month) | <input type="checkbox"/> |
| Link Pass | (\$59.00/month) | <input type="checkbox"/> |
| INNER Express | (\$89.00/month) | <input type="checkbox"/> |
| OUTER Express | (\$129.00/month) | <input type="checkbox"/> |
| COMMUTER RAIL PASS - Commuter Rail Zone 1 | (\$135.00/month) | <input type="checkbox"/> |
| | Commuter Rail Zone 1A (\$59.00/month) | <input type="checkbox"/> |
| | Commuter Rail Zone 2 (\$151.00/month) | <input type="checkbox"/> |
| | Commuter Rail Zone 3 (\$163.00/month) | <input type="checkbox"/> |
| | Commuter Rail Zone 4 (\$186.00/month) | <input type="checkbox"/> |
| | Commuter Rail Zone 5 (\$210.00/month) | <input type="checkbox"/> |
| | Commuter Rail Zone 6 (\$223.00/month) | <input type="checkbox"/> |
| | Commuter Rail Zone 7 (\$235.00/month) | <input type="checkbox"/> |
| | Commuter Rail Zone 8 (\$250.00/month) | <input type="checkbox"/> |
| COMMUTER BOAT PASS - Commuter Boat | (\$198.00/month) | <input type="checkbox"/> |

I elect to receive my transit pass under the Northeastern University Pre-Tax Transit Pass Policy. Northeastern University and I agree that my regular pay will be reduced by the amount of my required contribution for the purpose of receiving a transit pass on a pre-tax basis. The maximum pre-tax amount per month is \$230.00. The law states that any amount above \$230.00 will be deducted and taxed at my usual rate. **MBTA passes will be available for pickup, beginning the last two business days of the month.**

ABSOLUTELY NO REFUNDS WILL BE GIVEN

To *enroll, stop or change* monthly contributions you must *file all forms* with the Cashiers Office Office, 248 Richards Hall. This form must be *hand delivered to or filled out at the Cashiers Office Office, 5 weeks* prior to the month of enrollment, change or discontinuance in the program.

**** Upon leaving the University (retirement, termination, leave of absence etc...), you must fill out a Discontinuation Form**

Employee Signature

Date

OFFICE USE ONLY:

Payroll Deductions start the month of: _____

1st Pass issued: _____