



**NJ Transit Business Pass Program
Deduction Authorization Form**

Employee Name: _____
(Last) (MI) (First)

Social Security No.: _____ Dept: _____

Work Phone No.: _____ E-Mail Address: _____

I authorize the Montclair State University Office of Payroll Services to deduct the amount of money indicated below from my bi-weekly paycheck commencing May 14, 2009. I further authorize the Office of Payroll Services to utilize these monies to purchase, on my behalf, the NJ Transit monthly commuter pass indicated below which I will pick up from that office during the last week of each month.

Indicate amount* to be deducted: \$_____

Indicate type of pass to be purchased:

Intrastate (local): _____ Interstate (New York, Philadelphia): _____

Origin: _____ Destination: _____

Bus: _____ No. of Zones: (1) _____ (2) _____ (3) _____ (4) _____ Cost: \$_____

Rail: _____ Origin: _____ Destination: _____ Cost: \$_____

Light Rail (Newark City Subway) : _____ Cost: \$_____

I understand and agree to the rules and regulations relative to my participation in this program.

PRINT Name

SIGN Name

Date

.....
For Office of Payroll Services Only:

Processed by: _____

Date: _____

* Pre-tax deductions limited to \$105.00.



Montclair State University
NJ Transit Business Pass Program
Rules and Regulations

- Any change in passes or zones, or cancellation of my payroll deduction must be in writing on a Business Pass Payroll Deduction Authorization Form prior to the first of the month preceding the month in which the change is to take effect, e.g., cancellation of pass for January must be submitted no later than December 1st.
- Monthly passes are valid for the specified month.
- NJ Transit will not replace lost passes.
- Stolen passes will be replaced by NJ Transit on an “once-in-a-lifetime” policy if it receives a police report for the stolen pass from the police department within the jurisdiction in which the pass was stolen. This policy also applies to passes that have been washed out or damaged in some other way, provided that the print on the pass still shows the type of pass, the # of zones, and the authenticity of the pass. Otherwise, passes are considered to be like cash and if lost or stolen will not be replaced.
- For full credit, returned monthly passes must be submitted to the Office of Payroll Services by no later than the 5th of each month, without exception. The program does not issue partial credits and requests submitted after the 5th cannot be honored.