



RTA Commuter Advantage Program Payroll Deduction Application

SEND COMPLETED FORM TO THE PAYROLL OFFICE – AC 244

CSU ID #: _____ **Email Address:** _____

First Name: _____ **Last Name:** _____

(Please check one)

RTA Bus/Rapid
\$85.00/month

RTA Park-N-Ride
\$95.00/month

Withdrawal

Passes can be picked up in the Parking Department, 2402 Euclid Avenue, EC 160, after the 20th of the month.

Signature: _____ **Date:** ____/____/____

- Pre-tax deduction for the amount specified above will be made automatically the first pay of each month.
- Enrollment must be received by the Payroll Office 6 business days prior to your first pay of the month in order to receive the RTA pass for the following month.
- This authorization is to remain in effect until the CSU Payroll Department has received a withdrawal notification from the employee to cancel the automatic deduction.
- Withdrawal must be received by the Payroll Office 6 business days prior to your first pay of the month in order to have the payroll deduction stopped for the following month.
- There are no refunds or prorations to the employee.