



RTA Commuter Advantage Program Payroll Deduction Application

ONCE COMPLETED IN FULL SCAN/EMAIL THIS FORM TO: payroll@csuohio.edu for processing.

IMPORTANT INFORMATION

- Pre-tax deduction for the amount specified above will be taken 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 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 to have the payroll deduction stopped for the following month.
- There are no refunds or prorations to the employee.

CSU ID #: _____ Email: _____

First Name: _____ Last Name: _____

Month Effective Beginning: _____

Select 1 deduction option:

\$48.00/month RTA – Senior / Disabled

\$95.00/month RTA – Bus / Rapid

WITHDRAWAL

Signature: _____ Date: _____

Please Note: Passes can be picked up from Parking and Transportation Services, 2121 Euclid Ave., Berkman Hall 115, after the 20th of the month.