



# Cleveland State University

## RTA Commuter Advantage Program Payroll Deduction Application

SEND COMPLETED FORM TO THE PAYROLL OFFICE – AC 244

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**CSU ID #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Effective beginning** \_\_\_\_\_  
month

(Please check one)

**RTA Bus/Rapid**

\$95.00/month

**RTA Park-N-Ride**

\$105.00/month

**RTA Senior/Disabled**

(Identification pass must be obtained  
from RTA prior to submission of this  
form)

\$48.00/month

**Withdrawal**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

- 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 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.