

TRANSIT PAYROLL DEDUCTION AUTHORIZATION/CANCELLATION FORM

Payroll Deduction Eligibility

1. Only career employees are eligible for reoccurring payroll deductions (must have appointment code #2 or #5).
2. Casual, contract, per diem, and TES employees must pay in-office every 30-days, Hillcrest not eligible for ECO Pass promotion.
3. Cancellations not received by the 15th of the month prior will be processed for the following month (no refunds).

DATE	LAST NAME	FIRST NAME	M.I.
UCSD EMPLOYEE ID#	OFFICE EXT.	UCSD EMAIL	
WORK LOCATION			
MAIN CAMPUS	UC SAN DIEGO HEALTH:	LA JOLLA	HILLCREST
PASS TYPE (CHECK ONE)		ACTION (CHECK ONE)	PAY SCHEDULE (CHECK ONE)
<input type="checkbox"/> SENIOR/DISABLED TRANSIT	<input type="checkbox"/> SENIOR/DISABLED COASTER	<input type="checkbox"/> NEW APPLICATION	<input type="checkbox"/> MONTHLY
<input type="checkbox"/> ECO PASS	<input type="checkbox"/> 3 ZONE COASTER	<input type="checkbox"/> CANCELLATION	<input type="checkbox"/> BIWEEKLY
<input type="checkbox"/> ECO PROMO	<input type="checkbox"/> 2 ZONE COASTER		
<input type="checkbox"/> REPLACEMENT COMPASS CARD \$15			
ECO PROMO (IF APPLICABLE)	PAYROLL DEDUCTION START DATE		DEDUCTION AMOUNT

Beginning with my paycheck on the effective date specified above, I hereby authorize the University of California to take monthly deductions in the amount shown above from my earnings as an employee of the Regents of the University of California, for payment of an NCTD Coaster or MTS Transit pass.

I understand and agree that:

1. Neither the Regents of the University of California nor any officer or employee thereof shall be held responsible or liable for any error in withholding or transmitting payroll deductions in the event there are insufficient earnings to cover all required and authorized deductions.
2. Deductions will be taken in order of priority assigned by the university.
3. Deduction amounts may change based on MTS or NCTD pricing. ECO Pass promotional rate schedule based on the academic quarter during sign up (first quarter \$0, second quarter \$27, third quarter \$54). Quarters: Summer (Jul–Sep); Fall (Oct–Dec); Winter (Jan–Mar); and Spring (Apr–Jun).
4. There are no refunds or replacements for Compass Cards or passes loaded at the counter reported as lost/stolen. All cards loaded with 30-day or 60-day passes at the counter should be treated just like cash.
5. Only Compass Cards registered on the monthly PPB may be replaced. (Lost or damaged cards incur a \$15 replacement fee and may take up to 15 days to replace.) I am responsible for making any fare payments directly to the transit provider until the replacement card is activated.
6. This authorization shall remain in effect until I submit a cancellation form to the parking office and obtain confirmation.
7. To change or cancel automatic payroll deductions, I must submit a new Authorization/Cancellation Form by the 15th of the month prior to the month that the change becomes effective. Any refund that may be due will be issued by check or direct deposit and only after the account has been appropriately cleared.
8. Separation from university employment or unpaid leave requires completion of a new Authorization/Cancellation Form by the 15th of the month prior to the month that the change becomes effective. Cancellation forms may be returned by email to iride@ucsd.edu
9. The university may revoke this agreement at any time.
10. Verification of completion of this Authorization/Cancellation Form requires a physical copy or email confirmation from the parking office. It is my responsibility to provide a physical copy and obtain email confirmation. New applications must be submitted at the Gilman or Osler Parking Office.

SIGNATURE: _____

DATE: _____

CASHIER COMPLETE BELOW

CASHIER: _____

DATE SOLD: _____

16-DIGIT SERIAL #: _____

8-DIGIT CC INV #: _____

MASTER: _____

PPS: _____

PPB: _____

T2: _____