



Metro-Rail Pass Program Enrollment Form

Instructions: Please complete all the sections and submit through inter-campus mail,
Attn: Benefits/Metro Rail, Kendall Campus.

Employee Name

MDID

Telephone Number

The College offers full-time employees the opportunity to obtain the Metro-Rail **Easy card** through payroll deduction. The cost of this pass is the employee's responsibility and premiums are paid a month in advance. Your enrollment form must be received by the Human Resources office at least **ONE** month before the effective date in order to meet the payroll deadline. By signing below, you authorize the College to take a payroll deduction to cover the full cost of the pass. The Metro-Rail pass benefit is a pre-tax deduction which cannot be cancelled until the College's Open Enrollment period, unless the employee experiences a qualifying event. An Easy card will be assigned to each employee and sent to the Bursar's office at your campus for one time pick up. However, parking permits will be available for pickup the last week of each month at the Bursar's office. You must pick up your pass personally. You will be asked by the Bursar's staff to present identification and sign that you have received your card.

Metro-Rail Corporate Program cost \$100.00 per month/\$50.00 semi-monthly and includes

- a) Easy card and
- b) parking pass

Easy card cost for new or replacement card is \$2.00.

Additional information is available online at:
<http://www.miamidade.gov/transit/metrorail.asp>

The cost is subject to change by the transit authority. Should a change be required, the deduction shall not exceed the actual cost of the pass. This authorization will remain in force until cancelled by me.

There shall be NO exceptions to the deadline requirement.

Please indicate your Campus location and sign:

Campus

Employee Signature

