

## MTA Commuter Choice Maryland Program Employee Pre-Tax Salary Deduction Authorization Form

The University of Baltimore has teamed up with the MTA to offer an employee fringe benefit to regular employees.

- You can take advantage of reduced MTA transit fares using pre-tax salary deductions right here at work
- Each month, the cost of your MTA transit pass (up to \$255 tax-free to you will be deducted from your paycheck before your earnings are taxed)
- This method of purchasing your monthly transit pass reduces the amount you pay, reduces your taxable income, and saves you money
- By switching from driving to work to taking transit, you and your car will substantially save on the costs of commuting

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Deduction Action:      Initiate      Change      Cancel

I will use the following MTA monthly transit pass:

**Local Bus/Light Rail/Metro Subway**

\$72.00 Regular

\$21.20 Senior/Disability

**Express Bus**

\$36.00/pay period

\$10.60/pay period

\$90.00 Express

\$45.00/pay period

**MARC Train/Vanpool** (50% of value chosen deducted each pay period)

MARC Train, purchase Commuter Choice vouchers up to \$255 in value: \_\_\_\_\_

Vanpool, purchase Commuter Choice vouchers up to \$255 in value: \_\_\_\_\_

I authorize the University of Baltimore to deduct the amount specified by my selection above from my bi-weekly paycheck on a pre-tax basis. I understand that I will receive an MTA monthly pass or vouchers in the same amount every month. This authorization will remain in effect until I submit a cancellation or change request using this form. I acknowledge that transit fees may be amended in accordance with future fee changes. I understand that missed payments for any reason, including no pay, are my responsibility.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return the completed form to the Office of Facilities Management, 1319 N. Charles Street, 4<sup>th</sup> floor.  
For further information please contact [facilities@ubalt.edu](mailto:facilities@ubalt.edu) or (410) 837-5189