**Complete this form and send it to the Bates College Payroll Office.**

I hereby authorize Bates College to deduct $\_\_\_\_\_\_\_\_\* from my monthly wages to be used to pay for commuting aboard the Portland-Bates vanpool.

**Fee schedule:**

□ Full-time monthly seat (5 days/wk) – $150 □ Part-time monthly seat (2 days/wk) – $60

□ Part-time monthly seat (3 days/wk) – $90 □ Part-time monthly seat (4 days/wk) – $120

□ 10-Roundtrip ticket – $80

I will use the benefit exclusively for my regular daily commute from home to work and return. I will not give, barter, exchange, convey, or otherwise transfer this benefit to any other person.

I understand and agree that false certification may result in disciplinary action taken by my employer up to and including dismissal from employment and possible prosecution for federal income tax evasion.

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

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

**\*Bates will deduct this amount (up to $130 pre-tax) from your monthly paycheck and remit payment to the Bates vanpool program account.**

**For questions, please contact the Bates College Payroll Office: *payroll@bates.edu***

Portland-Bates Community Vanpool

**Pre-Tax Benefit Program Commuter Choice**

**Payroll Deduction Authorization**

***Notes***

**The pre-tax benefit will be processed only in full monthly increments.**

For changes to your vanpool deduction to take effect by a given pay date, **please submit changes to Payroll no later than two weeks prior to that pay date**. For your convenience, a schedule of deadlines and pay dates appears on the next page.

Bates College requires that this form be signed when an employee becomes a Bates vanpool rider. Employees who terminate the agreement but then wish to re-enroll must sign a new form. **It is your responsibility to inform the Bates College Payroll Office when you are no longer participating in the program.**

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BATES COLLEGE PAYROLL DEADLINES 2017–17**

**Pay month Payroll deadline\* Pay date**

September 2016 **Aug. 25**, 2016Sept. 8, 2016

October 2016 **Sept. 29**, 2016Oct. 13, 2016

November 2016 **Oct. 27**, 2016Nov. 10, 2016

December 2016 **Nov. 17**, 2016Dec. 8, 2016

January 2017 **Dec. 15**, 2016Jan. 12, 2017

February 2017 **Jan. 26, 2017** Feb. 9, 2017

March 2017 **Feb. 23**, 2017March 9, 2017

April 2017 **March 30**, 2017April 13, 2017

May 2017 **April 27**, 2017May 11, 2017

June 2017 **May 25**, 2017June 8, 2017

\*deadline for notifying Payroll of changes to your riding arrangement