Portland-Bates Community Vanpool

**Pre-Tax Benefit Program Commuter Choice**

**Payroll Deduction Authorization**

**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

□ Occasional 10-roundtrip ticket – $80 □ Monthly 10-roundtrip ticket – $80

*(For monthly deductions only, please complete Start and End dates below)*

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 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***

***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 (for monthly deductions only): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BATES COLLEGE PAYROLL DEADLINES 2017–18**

|  |  |  |
| --- | --- | --- |
| **Pay month** | **Payroll deadline\*** | **Pay date** |
|  |  |  |
| September 2017 | Aug. 31, 2017 | Sept. 14, 2017 |
| October 2017 | Sept. 28, 2017 | Oct. 12, 2017 |
| November 2017 | Oct. 27, 2016 | Nov. 9, 2017 |
| December 2017 | Nov. 30, 2017 | Dec. 14, 2017 |
| January 2018 | Dec. 14, 2017 | Jan. 11, 2018 |
| February 2018 | Jan. 25, 2018 | Feb. 8, 2018 |
| March 2018 | Feb. 22, 2018 | March 8, 2018 |
| April 2018 | March 29, 2018 | April 12, 2018 |
| May 2018 | April 26, 2018 | May 10, 2018 |
| June 2018 | May 31, 2018 | June 14, 2018 |
| July 2018 | June 28, 2018 | July 12, 2018 |
| August 2018 | July 26, 2018 | Aug. 9, 2018 |

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