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 (4 days/wk) – $120

□ Part-time monthly seat (3 days/wk) – $90 □ Part-time monthly seat (2 days/wk) – $60

□ Part-time monthly seat (1 day/wk) – $30

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

*(****For all deductions,******please complete Pay Period Start and Pay Period 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 ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*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.**

Pay Period Start (for all deductions): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Period End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bates paydays and vanpool rider deduction deadlines FY 2019**

|  |  |  |
| --- | --- | --- |
| **Riding month** | **Deadline for deduction changes\*** | **Bates payday** |
|  |  |  |
| August 2018 | **July 26, 2018** | Aug. 9, 2018  |
| September 2018 | **Aug. 30, 2018** | Sept. 13, 2018 |
| October 2018 | **Sept. 27, 2018** | Oct. 11, 2018 |
| November 2018 | **Oct. 25, 2018** | Nov. 8, 2018 |
| December 2018 | **Nov. 29, 2018** | Dec. 13, 2018 |
| January 2019 | **Dec. 20, 2018** | Jan. 10, 2019 |
| February 2019 | **Jan. 31, 2019** | Feb. 14, 2019 |
| March 2019 | **Feb. 28, 2019** | March 14, 2019 |
| April 2019 | **March 28, 2019** | April 11, 2019 |
| May 2019 | **April 25, 2019** | May 9, 2019 |
| June 2019 | **May 30, 2019** | June 13, 2019 |
| July 2019 | **June 27, 2019** | July 11, 2019 |
| August 2019 | **July 25, 2019** | Aug. 8, 2019  |

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