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 2020**

|  |  |  |
| --- | --- | --- |
| **Riding month** | **Deadline for deduction changes** | **Bates payday** |
|  |  |  |
| September 2019 | **Aug. 29, 2019** | Sept. 12, 2019 |
| October 2019 | **Sept. 26, 2019** | Oct. 10, 2019 |
| November 2019 | **Oct. 31, 2019** | Nov. 14, 2019 |
| December 2019 | **Nov. 21, 2019** | Dec. 12, 2019 |
| January 2020 | **Dec. 19, 2019** | Jan. 9, 2020 |
| February 2020 | **Jan. 30, 2020** | Feb. 13, 2020 |
| March 2020 | **Feb. 27, 2020** | March 12, 2020 |
| April 2020 | **March 26, 2020** | April 9, 2020 |
| May 2020 | **April 30, 2020** | May 14, 2020 |
| June 2020 | **May 28, 2020** | June 11, 2020 |
| July 2020 | **June 25, 2020** | July 9, 2020 |
| August 2020 | **July 30, 2020** | Aug. 13, 2020 |

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