

PAYROLL DEDUCTION AUTHORIZATION FORM MTS 30-DAY PASS (AUTO RELOAD)

Complete this form to initiate, terminate or change a payroll deduction and submit the completed form to the Career Center in Bldg 1 or email to commute@nassco.com.



1. I hereby authorize NASSCO to initiate a monthly payroll deduction, terminate a monthly payroll deduction or change a monthly payroll deduction based on information selected below.
2. I understand once payroll deduction is initiated, the deduction may not be made if I have insufficient income in a pay period and therefore the amount owed will go in arrears until there is sufficient income.
3. I understand that initiating, terminating or changing this payroll deduction needs to be submitted to NASSCO prior to the **15th of each month**.
4. I understand this 30-day pass will become effective the 1st of each month.
5. The total amount of the 30-day pass will be deducted on the 4th pay period of each month.
6. I understand that the cost of replacing a lost card is \$2.00

Check the appropriate box:

- Initiate** Payroll Deduction
 Terminate Payroll Deduction
 Change Payroll Deduction

Select type of pass:

- \$57.60 Regular** 30-day pass
 \$23.00 Senior 65+/Disabled 30-day pass
 (SENIOR – MUST BE 65 OR BORN BEFORE SEPTEMBER 1ST 1959)

EMPLOYEE INFORMATION			
Last name, First name	Badge Number	Phone Number	Date
Employee Signature			Pronto Card Number

HR USE ONLY	
SUBMITTED TO MTS BY	DATE
SUBMITTED TO PAYROLL BY	DATE