



**County of Orange  
Commuter Choice Program  
Voluntary Payroll Deduction Authorization Form**



County and Court employees who take public transit or vanpool to work are eligible to participate in the Commuter Choice Program managed by Orange County Human Resources Department. It's a voluntary program that allows you to purchase your passes or vanpool payment vouchers through the convenience of a monthly payroll deduction using pre-tax dollars up to the amount established by the IRS (reducing your taxable income). Similar in many ways to a flexible spending account for health and dependent care, however, this program is available on a month-to-month basis. Guidelines for the Commuter Choice Program are on page two of this form. For questions call 714/647-1931 or [rideshare@ocgov.com](mailto:rideshare@ocgov.com).

**You must sign up by the 1st of the month prior to the month that you want to start receiving the benefits.**

**Authorization:**

I hereby authorize the Auditor-Controller of the County of Orange to make a once monthly salary deduction of the current prevailing fare amount from **one** of my bi-weekly payroll checks, and to continue until I notify the Rideshare Office in writing. It is expressly understood that if I select the OCTA E-Pass, the amount may change each month as it is based on actual trips taken. I want to purchase the following type of ticket/fare or make the following change to my participation (select all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> OCTA E-Pass                | <input type="checkbox"/> Metrolink Monthly Pass      | <input type="checkbox"/> Cancel Payroll Deduction |
| <input type="checkbox"/> OCTA Express Bus Pass      | <input type="checkbox"/> Metrolink 10-Trip ticket(s) | <input type="checkbox"/> Address Change           |
| <input type="checkbox"/> Vanpool Voucher Amt: _____ | <input type="checkbox"/> Modify Metrolink Station(s) | <input type="checkbox"/> Other Change: _____      |

\* There is a one-time refundable "card" fee equal to the maximum OCTA E-pass fare payable by check or money order to: "TVS," the program administrator. The check or money order must be attached to this form and sent by pony mail to: Rideshare Office, Bldg#10, 1st Floor.

Employee's Complete Name (please print)	Department / Agency / Pay Location
Home Mailing Address / City / Zip	Work Phone Number
Work Address / City / Zip	Pony Mail Address
Social Security Number <i>(needed for payroll deduction process)</i>	E-Mail Address
For Metrolink Riders Only – check fare type and complete station information:	
<input type="checkbox"/> Regular Adult <input type="checkbox"/> Senior <input type="checkbox"/> Disabled            Boarding Station: _____            Ending Station: _____	

*Participation in this program is voluntary. I will not transfer this benefit to any other person. The amount designated above does not exceed my average monthly commuting fares. I agree and understand that false certification may result in disciplinary action by the County of Orange up to and including dismissal from employment and possible persecution for Federal income tax evasion. I hereby release, and agree to hold harmless TVS, the County, its officers and employees from any liability or damages for failure on his part on making payments here authorized, or damages for failure to stop, or delay in stopping the deduction hereby requested. I shall hold TVS, the County and/or its officers blameless in any action which may be brought by me or by others on my behalf; and waive all claims against TVS and the County to any and all amounts so deducted from my salary and/or wages. Certain incentives will be reported as income.*

*I am a County of Orange or Court employee and have read and understand the Commuter Choice Program Guidelines on page two of this form.*

Signature: _____	Date: _____
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**FAX to 714-653-1148 or scan and e-mail to [rideshare@ocgov.com](mailto:rideshare@ocgov.com)  
or Pony Mail to Rideshare, Bldg 10, 1<sup>st</sup> Floor**

## County of Orange Commuter Choice Program Guidelines

County of Orange and Court employees who take public transit or vanpool to work are eligible to participate in the Commuter Choice Program managed by OC Human Resources Department. It's a voluntary program that allows you to purchase your passes or vanpool payment vouchers through the convenience of a monthly payroll deduction using pre-tax dollars up to the amount established by the IRS (reducing your taxable income). This program is available on a month-to-month basis. For additional questions call 714/647-1931 or [rideshare@ocgov.com](mailto:rideshare@ocgov.com).

### COMPLETING THE PAYROLL DEDUCTION AUTHORIZATION FORM – SALARY DEDUCTION AMOUNT:

- **Metrolink riders:** A salary deduction of the current prevailing fare for the route you indicated on your form will be deducted from your paycheck each month so that the monthly pass can be purchased on your behalf. You may qualify to receive your first monthly pass for free.
- **Vanpool riders:** Notify our office of the total amount to be deducted from your paycheck each month so that the voucher can be purchased on your behalf. You may qualify to receive your first month for free.
- **OCTA Bus riders:** Authorize a deduction up to the maximum OCTA monthly E-Pass rate. The amount deducted each month will be based on your actual transit usage. You may qualify to receive your first month for free.
- Payroll deductions will occur on the 2nd payroll cycle each month.

### SUBMIT THE PAYROLL DEDUCTION AUTHORIZATION FORM:

- **Metrolink riders:** Fax or pony mail the completed form by the 1<sup>st</sup> of the month prior to the month that you want to start receiving monthly passes to allow time for set up and processing.
- **Vanpool riders:** Fax or pony mail the completed form by the 1<sup>st</sup> of the month prior to the month that you want to start receiving the vouchers to allow time for set up and processing.
- **OCTA Bus riders:** There is a one-time refundable "card" fee equal to the maximum OCTA monthly E-pass fare payable by check or money order to: "TVS," the program administrator. The check or money order must be attached to this form and sent by pony mail to: Rideshare Office, Bldg#10, 1st Floor. Do not submit by fax.

### RECEIVING YOUR FARE MEDIA:

- **Metrolink riders** will receive their monthly pass in the mail at their home mailing address each month.
- **Vanpool riders** will receive vouchers at their home mailing address each month. You will present this voucher to the vanpool driver or designee as part of your monthly fare payment. VPSI Vanpool and Enterprise Rideshare accept the vouchers toward the monthly lease.
- **OCTA Bus riders** will receive an annual bus pass card at their home mailing address. A new card will be mailed to you annually.
- Notify the Rideshare Office of any change in your home mailing address in writing or by email note to [Rideshare@ocgov.com](mailto:Rideshare@ocgov.com) by the first of the month to allow for processing.

### TO CANCEL THE PAYROLL DEDUCTION:

- You must submit another Voluntary Payroll Deduction Authorization Form and check the "cancel payroll deduction" box.
- The form must be received by the 1<sup>st</sup> of the month prior to the month you wish to stop participating.
- Once a Metrolink monthly pass is ordered for you, it cannot be returned.

### TO SUSPEND THE PAYROLL DEDUCTION:

- You must email your request to [rideshare@ocgov.com](mailto:rideshare@ocgov.com) indicating the month(s) you wish to suspend your participation and the month you wish to re-start your participation.
- Your request must be received by the 1<sup>st</sup> of the month prior to the month you wish to suspend your participation.
- If you cannot send your request by email, please fax your request to 714-653-1148.
- Once a Metrolink monthly pass is ordered for you, it cannot be returned.

### TO RECEIVE YOUR REFUNDABLE OCTA CARD FEE:

- The card fee will be refunded to you when you return the OCTA annual E-pass card. Return to the Rideshare Office, Bldg 10, 1<sup>st</sup> Floor or mail to TVS, P.O. Box 68, Brea, CA 92822. Please allow at least 60 days for processing.
- If the OCTA annual pass card is lost or stolen, it can be deactivated, however, the card fee will be not be refunded to you.
- You must notify the Commuter Assistance Program staff within 24 hours if the card is lost or stolen or you will be responsible for any fares incurred prior to notification.

### LOST OR STOLEN METROLINK PASSES:

- Passes lost in the mail will be replaced at no additional cost if the Rideshare Office is notified by the 25<sup>th</sup> of the prior month.
- Lost or stolen passes after possession will not be replaced by the Commuter Assistance Program. You should file a police report if stolen and send a copy of the report to Metrolink with a request for refund.