



County of Orange Commuter Choice Program Voluntary Payroll Deduction Authorization Form

County and Superior Court employees are eligible to participate in the Commuter Choice Program offered through the Commuter Assistance Program (CAP) managed by OC Human Resources Department. It is a program that allows employees to purchase transit 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. The Commuter Choice Program Guidelines are on page two of this form. For questions: 714/647-1931 or 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 payroll deduction of the current prevailing fare amount from *one* of my bi-weekly payroll checks, and to continue until I notify the Commuter Assistance Program 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
Secure Home Mailing Address / City / Zip ----- (CAP not responsible for tickets lost in mail)	Work Phone Number
Work Address / City / Zip	Pony Mail Address
E-mail Address	Social Security Number (needed for payroll deduction process)
For Metrolink Riders Only – check fare type and complete station information: www.metrolinktrains.com	
<input type="checkbox"/> Regular Adult <input type="checkbox"/> Senior <input type="checkbox"/> Disabled Boarding Station: _____ Ending Station: _____	
For OCTA Express Bus Riders Only – check fare type: www.octa.net	
<input type="checkbox"/> 30-Day Express Pass – Routes 701, 721 and 749 Fare = \$150 <input type="checkbox"/> 30-Day OC Express Pass – Routes 757 & 758 Fare = \$100	

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

Signature:	Date:
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FAX to 714-834-5523 or Pony Mail to Rideshare, Bldg. 10, 1st Floor

County of Orange Commuter Choice Program Guidelines

County and Superior Court employees are eligible to participate in the Commuter Choice Program offered through the Commuter Assistance Program managed by the OC Human Resources Department. It is a program that allows employees to purchase transit 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 voluntary program is available on a month-to-month basis. For questions call 714/647-1931 or rideshare@ocgov.com.

COMPLETING THE VOLUNTARY PAYROLL DEDUCTION AUTHORIZATION FORM – PAYROLL DEDUCTION AMOUNT:

- **Metrolink riders:** 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.
- **Vanpool riders:** The amount you indicated on your form will be deducted from your paycheck each month so that the monthly voucher can be purchased on your behalf.
- **OCTA Bus riders:** You have authorized a deduction up to the maximum OCTA monthly E-Pass rate. The amount deducted each month will be based on your actual transit usage.
- Payroll deductions generally will occur on the 2nd payroll cycle of each month.

SUBMIT THE VOLUNTARY PAYROLL DEDUCTION AUTHORIZATION FORM:

- **Metrolink riders:** Fax or pony mail the completed form by the 1st 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 1st 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 or ticket 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 E-Pass or Express Bus Pass at their home mailing address.
- Notify the Commuter Assistance Program Office of any change in your home mailing address in writing or by email note to Rideshare@ocgov.com by the first of the month to allow for processing.
- The Commuter Assistance Program is not responsible for passes lost in the mail. Be sure to provide a secure home mailing address.

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 1st of the month prior to the month you wish to stop participating.
- Once a Metrolink monthly pass or 10-Trip ticket is ordered for you, it cannot be returned.

TO SUSPEND THE PAYROLL DEDUCTION:

- You must email your request to 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 1st of the month prior to the month you wish to suspend your participation.
- If you cannot send your request by email, please fax your written request to 714-834-5523.
- Once a Metrolink monthly pass or 10-Trip ticket 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 E-Pass. Return to the Rideshare Office, Bldg 10, 1st Floor or mail to TVS, P.O. Box 68, Brea, CA 92822. Please allow at least 60 days for processing.

LOST OR STOLEN METROLINK OR OCTA E-PASSES:

- Lost or stolen Metrolink tickets or passes 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.
- If the OCTA E-Pass card is lost or stolen, it can be deactivated. You must notify the Commuter Assistance Program staff within 24 hours if the E-Pass is lost or stolen or you will be responsible for any fares incurred prior to notification.