



# RTA Commuter Advantage Program Payroll Deduction Application

ONCE COMPLETED IN FULL SCAN/EMAIL THIS FORM TO: [payroll@csuohio.edu](mailto:payroll@csuohio.edu) for processing.

## IMPORTANT INFORMATION

- Pre-tax deduction for the amount specified above will be taken automatically the first pay of each month.
- Enrollment must be received by the Payroll Office 6 business days prior to your first pay of the month to receive the RTA pass for the following month.
- This authorization is to remain in effect until the CSU Payroll Department has received a withdrawal notification from the employee to cancel the automatic deduction.
- Withdrawal must be received by the Payroll Office 6 business days prior to your first pay of the month to have the payroll deduction stopped for the following month.
- There are no refunds or prorations to the employee.

CSU ID #: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Month Effective Beginning: \_\_\_\_\_

Select 1 deduction option:

**\$48.00/month** RTA – Senior / Disabled

**\$95.00/month** RTA – Bus / Rapid

**\$105.00/month** RTA – Park-N-Ride

**WITHDRAWAL**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please Note: Passes can be picked up from Parking and Transportation Services, 2121 Euclid Ave., Berkman Hall 115, after the 20th of the month.*