

CITY OF MINNEAPOLIS METROPASS

Enrollment / Re-Enrollment Form

ENROLLMENT **RE-ENROLLMENT**

Enrollment Instructions

- Full time employees (temporary & intermittent employees are not eligible to enroll) visit the Commuter Connection at 220 South 6th Street, Suite 230 to have your photo taken for the Metropass - call 612-370-3987 for hours and directions. *Commuter Connection will provide you with a photo receipt to attach to your form.*
- Return this completed enrollment form and your photo receipt Human Resources Benefits at the address shown below **by the first of the month** in order for your Metropass to be effective the first day of the following month. If the first is on a weekend or holiday, it is due the following business day.

City of Minneapolis
Human Resources – Benefits
South 4th Street, Room 100
Minneapolis, MN 55415-1339

- A photo is not required if you re-enroll following a suspension/cancellation period of 12 months or less.
- A temporary pass is NOT issued before your Metropass is activated. If you wish to ride the bus during that time, you may purchase a bus pass at Commuter Connection.

By my signature below, I hereby authorize the City to deduct the monthly amount, **as checked below**, from the second paycheck of each month to purchase a Metropass on a pre-tax basis. I understand the following:

- My participation begins the first day of the month *following* my first payroll deduction. The City of Minneapolis Metropass program provides up to \$3.00 per ride. If a ride costs more than \$3.00, I will need to pay that with added value on my Metropass card. Find your fare at <http://www.metrotransit.org/fares>.
- My participation in the program will continue until I submit a cancellation form **30 days prior** to the cancellation month.
- Ridership begins the first day of the month and ends the last day of the month.
- In the event of cancellation, whether voluntary or as a result of termination of employment, my Metropass must be returned to the Human Resources Benefits Office.
- No refunds are issued for late cancellations.
- If my Metropass is damaged, lost, or stolen, I must pay a \$20 fee for the first replacement in a 12-month period and a \$40 fee for the second replacement in a 12-month period. I understand that a lost or stolen pass will not be replaced a third time within a 12-month period. I will receive a temporary pass from the Benefits office until a replacement is issued.
- My Metropass may be temporarily deactivated for three months (use the Cancellation/Suspension Request Form). After three months my pass will be deactivated. To reactivate, I understand that I must submit an Enrollment/Re-Enrollment form to Benefits by the first of the month in order for my Metropass to be effective the following month.

Check one: Metropass (\$60.00) MPEA Union (\$50.00) Appointed (no cost)

Monthly Metropass costs may change. Employees will be notified of any change in the monthly cost.

Employee Name (please print)	Employee ID Number	Work Telephone Number
------------------------------	--------------------	-----------------------

Employee Signature	Date
--------------------	------

Metropass Distribution:
 You will be notified of the date and time to pick up your new Metropass at the address shown above (your signature is required). Please contact Benefits at 612-673-3333 or benefits@minneapolismn.gov if you have questions.