



Office Use:
 Name: _____
 Comet Date: _____

Metropass Enrollment Form

Effective Date: ____/1/2017

Enrollment Instructions

- This benefit is for regular (permanent) full time, part time and seasonal City of Minneapolis employees only. Temporary, intermittent, and contract employees are not eligible.
- Return this form by email (Benefits@minneapolismn.gov), fax (612-284-7989) or inter-office (Benefits-PSC Room 100) **by the first Friday of the month** in order for your Metropass to be effective the first day of the *following* month. If the first is on a Friday, weekend or holiday, it is due the following business day.
- 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 located at 505 Nicollet, Suite 100, across from the LRT platform. They share an entrance with Centerpoint. Call Metro Transit at 612-466-7322 for more information.

By my signature, 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-paid, 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 **by the first Friday of the month previous** to the cancellation month.
- Ridership begins the first day of the month and ends the last day of the month.
- Refunds are not issued for late cancellations, terminations from employment or failure to inform Benefits about a change in union which could result in a different Metropass rate.
- If my Metropass is damaged, lost, or stolen, I will receive a temporary pass from the Benefits office (after filling out a Replacement Form) until a replacement card is issued. An additional \$5.00 fee will be deducted from my paycheck for both the first and second replacement in a 12-month period. I understand that a pass may not be replaced a third time within a 12-month period. A defective card is replaced at no charge (use the Replacement form on City Talk).
- If my union changes from or to MPEA, the change of cost will automatically be updated and deducted from my pay.
- My Metropass may be temporarily deactivated for up to three months (use the Cancellation/Suspension Request Form). After three months my pass will be deactivated. To reactivate, I understand that I must submit a new Enrollment Form to Benefits by the first of the month in order for my Metropass to be effective the following month.

Check one: Metropass (\$50.00) MPEA Union Member (\$40.00) Appointed/Elected (no cost)

Employee Name (please print)	Employee ID Number	Work Telephone Number
Employee Signature		Date

- *You will be notified by email when your Metropass is ready to be picked up in HR (your signature is required). Please contact Benefits if you have questions or are unable to come downtown to pick up your pass.*

Contact City Benefits at 612-673-3333 or benefits@minneapolismn.gov if you have questions.