



OC Rideshare Program – Commuter Choice

Payroll Deduction Authorization Form



	First Name	Initial	Last Name	Employee ID
Employee Name:				
	Home/Mailing Address		Unit/Apt	City
Mailing/Home Address:				
	Work Start Time	Work End Time	Email Address	Work Phone
Work Information:				
	Work Address		Work City	Zip Code

All County of Orange and Superior Court employees are eligible to participate in the **Commuter Choice Program** offered through OC Rideshare, managed by CEO-HRS. This program allows employees to purchase transit passes or vanpool fare 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 available online at www.ocgov.com/hr/rideshare. Please call 714/834-7600 or email rideshare@ocgov.com if you have any questions.

Note: Employees must submit this Payroll Deduction Form by the 1st of the month, prior to the actual month that you would like to start receiving the pre-tax benefit program.

I would like to purchase the following ticket type or voucher, or make the following change(s) to my existing participation information (select all that apply):

- OCTA Bus – Annual Perk Pass
- OCTA Express Bus Monthly Pass:
 - 30-Day – Routes 701, 721, 749
 - 30-Day – Routes 757 or 758
 - 30-Day – Senior (60+) Pass
- Other _____
- TranBen Voucher (Enterprise/Amtrak)
 - Per Month Amount to Deduct:
 - \$ _____ (round to nearest dollar)

Metrolink Pass:

- Monthly 7-Day Single/1-Days*
- Regular Adult **or** Senior** **or**
- Student/Disabled**
- * not available with Mobile App
- ** attach copy of ID (Student of Driver License)
- Email: _____
(Email required for using Metrolink Mobile App)
- Boarding Station: _____
- Destination Station: _____

CHANGES: (30-day notice required)

- Change Ticket/Pass Type
- Change Address/Other Info

Please Cancel My Participation:

- TranBen VanpoolVoucher
- OC Bus Perk Pass or Metrolink Pass

Effective Date: ____/____/____

Authorization: I hereby authorize the County of Orange Auditor-Controller to make a once per month payroll deduction of the current prevailing fare amount from **one** of my bi-weekly payroll checks, and to continue to do so until I notify the OC Rideshare Program Office in writing, or when my employment status is no longer active. It is understood that if I select the OCTA Perk Pass or Metrolink Single Day Pass(es), the amount may vary each month, and is based on the actual trips taken or passes retrieved. I also understand that the Metrolink Pass that is reserved for me to retrieve each month with the Metrolink Corporate Quick Card or Metrolink Mobile App is for a specific route and by retrieving the pass, I understand that I must pay for that month entire month even if I do not use the pass for the month retrieved.

Signature:	Date:
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I am a County of Orange or Superior Court employee, and have read and understand the Commuter Choice Program Guidelines. I will not transfer this employee 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 up to and including dismissal from employment and possible persecution for Federal income tax evasion. I hereby release and agree to hold harmless Innovative TDM Solutions (ITS), 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 ITS, the County and/or its officers harmless in any action which may be brought by me or by others on my behalf; and waive all claims against ITS and the County to all amounts so deducted from my salary and/or wages.

**Please scan/email the completed application to rideshare@ocgov.com or pony mail to:
Rideshare Office – Bldg 10/Santa Ana; Room 105B**