



OC Rideshare Program Payroll Deduction Authorization Form



	First Name	Initial	Last Name	Employee ID
Employee Name:				
	Home/Mailing Address	Unit/Apt	City	Home Zip
Home Address:				
	Work Start Time	Work End Time	Email	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-Human Resource Services. 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 _____
- Tran Ben Vanpool Voucher: Amount Per Month for Vanpool Fare Pymt: \$_____ (round to nearest dollar)

- Metrolink Monthly Pass:
- Metrolink 7-Day Pass: # _____:
 - Regular Adult
 - Senior (65+) attach copy of ID
 - Student/Disabled (attach ID)
- I want the Metrolink Mobile App:
 Email: _____
 (email registered with app must be same as above)
 Boarding Station: _____
 Destination Station: _____

CHANGES: (30-day notice required)

- Change Ticket/Pass Type
 - Change Address/Other Info
- Please Cancel My Participation:**
- TranBen Vanpool Voucher
 - OC Bus Perk Pass Metrolink
- Effective Date: ____/____/____

Authorization: I hereby authorize the County of Orange Auditor-Controller to make a once monthly 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and to continue to do so until I notify the OC Rideshare Program Office in writing, or when my employment status is no longer active.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 expressly understood that if I select the OCTA Perk Pass, that the amount may change each month, and is based on the actual trips taken, but will not exceed \$69 per month. 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 given month, and when by retrieving the pass I understand that I must pay for that 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 completed app to rideshare@ocgov.com or pony mail to:
Rideshare Office – Bldg 10/Santa Ana; Room 105B**