

UTHealth Mobility Program PAYROLL DEDUCTION AGREEMENT (without subsidy)

The University of Texas Health Science Center at Houston (UTHealth) Mobility Program enables employees to pay for approved commuting expenses with pre-tax dollars taken directly from their paychecks (pursuant to the provisions of the Internal Revenue Code for Qualified Transportation Benefits). This form is for enrolling in or dropping from the program.

Payroll deductions for the Mobility Program are made one full month in advance. That is, payroll deductions taken in one month (for example, April) are applied to commuting expenses in the following month (May). This form must be received by the 5th day of the month for your participation to be activated or discontinued in the following month.

Name _____

Employee ID _____

This is: Initial Enrollment
 Amended Enrollment

Discontinue - DROP
 Discontinue - Temporary

Effective Date: ____/____/____ for the month of _____, 20____.

*Example: **Effective Date: 9/1/17 for the month of October 2017.***

Payroll deductions are made one full month in advance.

ENROLLMENTS:

I hereby authorize UTHealth to deduct the following amount as indicated from EACH paycheck on a pre-tax basis:

METRO Select one METRO option: METRORail _____ METRO Bus/Route # _____

	_____	Deduction per pay period	Total monthly added to METRO Q Card *
MLOCAL	_____	\$ 25.00 (\$50.00 monthly)	\$ 50
MZONE1	_____	\$ 40.00 (\$80.00 monthly)	\$ 80
MSPCEL	_____	\$ 55.00 (\$110.00 monthly)	\$110
MZONE2	_____	\$ 65.00 (\$130.00 monthly)	\$130
MZONE3	_____	\$ 75.00 (\$150.00 monthly)	\$150
MZONE4	_____	\$ 90.00 (\$180.00 monthly)	\$180
DISCLO	_____	\$ 12.50 (\$25.00 monthly)	\$ 25
MDISC1	_____	\$ 20.00 (\$40.00 monthly)	\$ 40
MDISC2	_____	\$ 32.50 (\$65.00 monthly)	\$ 65
MDISC3	_____	\$ 37.50 (\$75.00 monthly)	\$ 75
MDISC4	_____	\$ 45.00 (\$90.00 monthly)	\$ 90

_____ Discounted 50% - Check if you have a Senior or Student Discounted Q Card.

*** Payroll deductions will only be loaded to the participant's METRO Q Fare Card once per month (last day).**

Woodlands Express (WE) – Sawdust, Research Forest or Sterling Ridge
MEXPRE _____ **\$130.00 (\$260.00 monthly)**

Fort Bend County Express (FBCE)
MFTBND _____ **\$ 63.61 (\$127.22 monthly)**

Payroll deductions for the Woodlands Express or Fort Bend County Express will be converted to ticket books and distributed to participants once per month, (last day). Deduction includes mailing expenses charged by the WE or FBCE.

