



**UTHealth Mobility Program  
PAYROLL DEDUCTION  
AGREEMENT (without subsidy)**

The University of Texas Health Science Center at Houston (UTHealth Houston) 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 5<sup>th</sup> 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: 4/1/xx for the month of May 20xx.**

*Payroll deductions are made one full month in advance.*

**ENROLLMENTS:**

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

**METRO** Select one METRO option: METRORail \_\_\_\_\_ METRO Bus/Route # \_\_\_\_\_

	<u>Deduction/pay period</u>	<u>Total added to METRO Q Card</u>
Local/Rail	_____ \$ 25.00 (\$50.00 monthly)	\$ 50
Zone 1	_____ \$ 40.00 (\$80.00 monthly)	\$ 80
Spec	_____ \$ 55.00 (\$110.00 monthly)	\$110
Zone 2	_____ \$ 65.00 (\$130.00 monthly)	\$130
Zone 3	_____ \$ 75.00 (\$150.00 monthly)	\$150
Zone 4	_____ \$ 90.00 (\$180.00 monthly)	\$180

\_\_\_\_\_ Check if you have a Senior or Student 50% Discounted card (deduction would be 50% of above).

***\*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

\_\_\_\_\_ **\$130.00 (\$260.00 monthly)**

**Fort Bend County Express (FBCE)**

\_\_\_\_\_ **\$63.00 (\$126.00 monthly)**

*Payroll deductions plus subsidy for the Woodlands Express will be converted to ticket books & distributed to participants & Fort Bend County Express are loaded via the App once per month, (last day). Deduction may include mailing expenses charged by the WE or FBCE.*

## PAYROLL DEDUCTION AGREEMENT:

I request that UTHHealth Houston pay mobility charges as indicated above in lieu of compensation otherwise payable directly to me until revoked by either party. This agreement is executed to be effective with respect to amounts earned after the execution of this agreement, and pursuant to the provisions of the Internal Revenue Code for Qualified Transportation Benefits.

I understand it is my responsibility to inform the Mobility Program Coordinator if I wish to drop from the program. ***I understand that no refunds will be made for unused tickets or the remaining value on my Q Card if I drop from the program, but I that may keep the tickets or METRO Q Fare Card for my future use.***

I also understand that, in the event of an adverse ruling by the Internal Revenue Service concerning the federal income tax liability of individuals who participate in this program, it will be my responsibility to satisfy any federal income tax deficiency.

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

UTHHealth Houston Inter-Institutional Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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*Please send this completed form to the attention of Mobility Program Coordinator to either:*

<b>FAX:</b>	<b>713-500-0374</b>
<b>E-mail:</b>	<b><u><a href="mailto:Mobility@uth.tmc.edu">Mobility@uth.tmc.edu</a></u></b>
<b>Inter-institutional mail:</b>	<b>UCT 1.070Q</b>