



## Transit Pass Payroll Deduction

Current Internal Revenue Service (IRS) regulations allow CWU faculty and staff to elect pre-tax payroll deduction as a payment method for the Yakima-Ellensburg Commuter monthly Transit Pass. At this time, payroll deduction is not available for Temporary/Hourly employees or Students.

To Participate:

- 1) Complete this form and submit to HR by the 25<sup>th</sup> of the month for the upcoming month.
- 2) Pick up your Transit Pass from Human Resources each month in Mitchell, First Floor.

The cost of the monthly Transit Pass is \$150. This amount will be taken equally (\$75.00) from pay received on the 10<sup>th</sup> and 25<sup>th</sup> of the current month.

<input type="checkbox"/> Begin Deduction. Effective Month: _____	<input type="checkbox"/> Stop! Last Day of Use: _____
<b>Employee Information</b>	
Name _____	Employee ID _____
Department _____	Work Number _____
<b>Employee Signature</b>	
<i>By signing this form, I am requesting that a payroll deduction be established or ended as indicated, agree to all terms described on this form, agree to future price adjustments as directed by Yakima Transit, and understand my responsibility to retrieve my pass each month.</i>	
_____ Employee Signature	_____ Date

The cost of your transit pass will be taken from your pay before federal withholding or Social Security taxes are calculated; therefore reducing your taxable income.

***Transit passes are nonrefundable and will not be replaced if lost or stolen.***

Questions? Contact Human Resources at (509) 963-1202 or [human.resources@cwu.edu](mailto:human.resources@cwu.edu)

**Return this form to Human Resources in Mitchell, First Floor**

HR Use Only						
<b><u>Pick-Up:</u></b>	<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June
Date:	_____	_____	_____	_____	_____	_____
Issued By:	_____	_____	_____	_____	_____	_____
Pass Number:	_____	_____	_____	_____	_____	_____
Received By:	_____	_____	_____	_____	_____	_____
	<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December
Date:	_____	_____	_____	_____	_____	_____
Issued By:	_____	_____	_____	_____	_____	_____
Pass Number:	_____	_____	_____	_____	_____	_____
Received By:	_____	_____	_____	_____	_____	_____

Data Entry \_\_\_\_\_  Checked \_\_\_\_\_

Find this form online: <https://www.cwu.edu/about/offices/human-resources/documents/cwu-transit-pass-payroll-deduction.pdf>