

**County of San Luis Obispo**  
***Commute + Program***

Transportation Pre-tax Employee Payroll Deduction Form

As an employee of the County of San Luis Obispo, my signature below authorizes the County Auditor-Controller's Office to deduct from the second (2<sup>nd</sup>) paycheck of each month the identified amounts for the following transportation services. In return, the designated transportation agency will provide me a monthly pass for services for the month following the deduction from my paycheck. This program is applicable to individuals who will utilize the following commuter transportation services on a consistent basis.

Please indicate the type of deduction you wish to add or change:

- |  |  |
|--|--|
| <input type="checkbox"/> Transit Deduction | <input type="checkbox"/> New or Change in Existing Deduction |
| <input type="checkbox"/> Vanpool Deduction | <input type="checkbox"/> Termination of Existing Deduction   |

Name (First, M.I., Last) \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

County Department Employed \_\_\_\_\_ Home Telephone # \_\_\_\_\_

Employee E-mail Address \_\_\_\_\_ Work Telephone # \_\_\_\_\_

I understand that my request will be processed as soon as feasible, usually within two weeks of my request, and will remain active until this agreement is terminated. **It is my responsibility to notify SLO Regional Rideshare to activate or terminate this agreement. If I decide to terminate the agreement, I must print out, sign the bottom of this form and return to SLO Regional Rideshare. SLO Regional Rideshare will contact the appropriate transportation agency and will forward any changes to the Auditor-Controller's Office.** My deduction will remain active until the deduction no longer appears on my paycheck (usually within two weeks of signing the termination request).

Please note that transportation fees may change in the future. You will be notified prior to these changes occurring by the appropriate transportation agency. In addition, it is the employee's responsibility to advise the appropriate transportation agency of any changes in the above information (name, home address, phone, department, or e-mail address) *within (5) working days of change*. By signing this authorization, you also agree to allow the deduction amount to be adjusted for any future change in transportation fees and that you have read and will follow the above terms in use.

*Please note: It is the **employee's** responsibility to maintain records to substantiate incurred transportation costs for IRS audit purposes.*

<u>Deduction from my paycheck</u>	<u>Monthly Pass</u>	<u>Punch Pass</u>	<u>Regional Pass</u>
Transit Deduction Monthly Pass:			
RTA	_____	_____	_____
SCAT	_____	_____	_____
SLO Transit	_____		
Vanpool Deduction	_____		

If the deduction is a change, what was your previous deduction? \$\_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

The form must be returned to SLO Regional Rideshare at 1150 Osos Street, Suite 202 San Luis Obispo, CA 93401. SLO Regional Rideshare will forward the form to the appropriate transportation provider and the Auditor-Controller's Office.

\*\*\*\*\* Transit Use Only\*\*\*\*\*

Date submitted to the County: \_\_\_\_\_ Effective Date: \_\_\_\_\_

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



# Commute + Program

## Join the SLO County *Commute + Program*

The County of San Luis Obispo encourages its employees to leave their cars at home and take the bus, share the ride, bike or walk to work. When you use a transportation choice besides driving alone, just one or two days a week, you are doing your part to reduce traffic congestion, improve air pollution and parking demands. The County offers employees a popular transportation benefit.

The Commute + Program offers you:

- + Take the bus, vanpool, carpool, work from home, ride your bike, or walk to work and you are eligible to participate in the Lucky Bucks Program to earn movie tickets, gift certificates, free meals at local restaurants, stamps, car washes, and other incentives. **Get rewarded for not going alone!**
- + If you use a transportation choice to work, besides driving alone, you are eligible for the **Guaranteed Ride Home (GRH) Program**. If you become sick, have a family emergency, need to work late, or miss your carpool, vanpool or bus, through no fault of your own, a no-cost shuttle ride home will be provided to you, up to four rides are available July – June. The cost of the ride is paid for by SLO County. The GRH Program will take you anywhere in San Luis Obispo County or the City of Santa Maria.
- + If you ride the bus or vanpool, you may sign up for the Commuter Choice Tax Incentive Program. The cost of a monthly transit pass or vanpool fee deducted from your paycheck pretax up to \$110. That's right, you pay no taxes on the money you spend to ride the bus or vanpool.
- + Use the customized trip planning service from [www.rideshare.org](http://www.rideshare.org) (click on **TripLink**, scroll down to “new users”) to get a carpool, vanpool and bike buddy matches.

**Join the COMMUTE + Program.** It's easy, sign up for **TripLink** and you are automatically registered in the Commute + Program. For more information call 781-4362. Just go to [www.rideshare.org](http://www.rideshare.org) and click on “TripLink”.

Join the hundreds of County employees who take the bus, carpool, vanpool, bike or walk every day. SLO Regional Rideshare also provides individual trip planning to help you with your commute.



For more information call 781-4362.