Updated 03/25/2011

CITY OF MINNEAPOLIS
METROPASS ENROLLMENT / RE-ENROLLMENT FORM

Please note that you will not receive your Metropass immediately.

The completed enrollment form and required photo receipt must be returned to the Human Resources Benefits Office by the first Friday of the month in order for your Metropass to be effective the following month. Once you experience a payroll deduction from the 2nd paycheck of the month, you will be notified regarding the date and time that you may pick up your new pass.

Enrollment Instructions: (Temporary & Intermittent employees are not eligible to enroll)

- Visit the Commuter Connection at 220 South 6th Street, Suite 230, to have your photo taken for the Metropass. Commuter Connection will provide you with a photo receipt. You may contact them at 612-370-3987 for hours and directions.
- If you are re-enrolling in the program within one year, no photo is required.
- Complete the information below.
- Return your completed form and photo receipt (if required) to:

City of Minneapolis
Human Resources – Benefits
Room 100 PSC 250 South 4th Street
Minneapolis, MN 55415-1339

I, _____ (print name), by my signature below, authorize the City to deduct the cost, **as checked below**, from the 2nd paycheck of each month to purchase a Metropass on a pre-tax basis. Further, I understand:

- My participation begins the first day of the month following my first payroll deduction.
- My participation in the program will continue until I submit a cancellation form. The cancellation request must be submitted 30 days prior to the cancellation month.
- In the event of cancellation, whether voluntary or as a result of termination of employment, my Metropass must be returned to the Human Resources Benefits Office.
- There will be no refunds for late cancellations.
- If my Metropass is damaged, lost, or stolen, I must pay a $20 fee for the first replacement and a $40 charge for the second replacement. I understand that a lost or stolen pass will not be replaced a third time within the annual program period. A fee of $20 will be charged to submit a name change request. There is no charge to replace a defective card.
- If I cancel participation and later re-enroll in the program, I must pay a $20 reinstatement fee. I understand that this fee will be waived if I temporarily suspend program participation for a period of one month up to three months.
- Monthly Metropass costs are subject to change. Employees will be notified of any increase or decrease in the monthly cost.

(Check one) _____ Appointed (no cost) _____ MPEA ($55.00) _____ All other ($65.00)		
Employee Payroll ID Number	Date	Dept/Work Telephone Number
Employee Signature		
Metropass Distribution: You will be notified by email or telephone of the date and time that you may pick up your new Metropass in Room 100 Public Service Center (your signature is required). Please contact Benefits (612-673-3761) if you have any questions.		