

CITY OF MINNEAPOLIS METROPASS Enrollment / Re-Enrollment Form

ENROLLMENT **RE-ENROLLMENT**

Enrollment Instructions

- Full time employees (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 - call 612-370-3987 for hours and directions. *Commuter Connection will provide you with a photo receipt.* .
- Return this completed enrollment form and your photo receipt Human Resources Benefits at the address show below **by the first of the month** in order for your Metropass to be effective the next month. If the first is on a weekend or holiday, it is due the following business day.

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

- A phone is not required if you re-enroll following a suspension/cancellation period of 12 months or less.
- A temporary pass is NOT issued before your Metropass is activated. If you wish to ride the bus during that time, you may purchase a bus pass at Commuter Connection.

By my signature below, I hereby authorize the City to deduct the monthly amount, **as checked below**, from the second paycheck of each month to purchase a Metropass on a pre-tax basis. I understand the following:

- My participation begins the first day of the month *following* my first payroll deduction. The City of Minneapolis Metropass program provides up to \$3.00 per ride. If a ride costs more than \$3.00, I will need to pay that with added value on my Metropass card. Find your fare at <http://www.metrotransit.org/fares>.
- My participation in the program will continue until I submit a cancellation form **30 days prior** to the cancellation month.
- Ridership begins the first day of the month and ends the last day of the 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.
- No refunds are issued for late cancellations.
- If my Metropass is damaged, lost, or stolen, I must pay a \$20 fee for the first replacement in a 12-month period and a \$40 fee for the second replacement in a 12-month period. I understand that a lost or stolen pass will not be replaced a third time within a 12-month period. I will receive a temporary pass to use until a replacement is issued.
- There is a \$20 fee to change the name on my Metropass. There is no charge to replace a defective card.
- If I cancel participation and later re-enroll in the program, I must pay the \$20 reinstatement fee. I understand that the \$20 fee will be waived if I suspend program participation for a period of one to three months.

Check one: <input type="checkbox"/> Metropass (\$65.00) <input type="checkbox"/> MPEA Union (\$55.00) <input type="checkbox"/> Appointed (no cost)		
Monthly Metropass costs may change. Employees will be notified of any change in the monthly cost.		
Employee Name (please print)	Employee ID Number	Work Telephone Number
Employee Signature		Date
Metropass Distribution: You will be notified of the date and time to pick up your new Metropass at the address shown above (your signature is required). Please contact Benefits at 612-673-3333 or benefits@minneapolismn.gov if you have questions.		