

CITY OF MINNEAPOLIS METROPASS

Enrollment / Re-Enrollment Form

ENROLLMENT **RE-ENROLLMENT**

Effective Date: _____/1/2015

Metropass is paid for a month in advance. It is always effective on the first day of the following month if it was handed into Benefits by the first Friday.

Enrollment Instructions

- This benefit is for regular full time, part time and seasonal employees only. Temporary, intermittent and contract employees are not eligible.
- Return this form by email (Benefits@minneapolismn.gov), fax (612-673-2533) or inter-office (Benefits-PSC Room 100) **by the first Friday of the month** in order for your Metropass to be effective the first day of the following month. If the first is on a Friday, weekend or holiday, it is due the following business day.

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

- 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 located in the US Bank Plaza at 220 South 6th Street, Suite 230. You may call them at 612-335-5910 for more information.

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 **by the first Friday of the month previous** 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 from the Benefits office until a replacement is issued. A defective card is replaced at no charge (use the Replacement form on City Talk).
- My Metropass may be temporarily deactivated for three months (use the Cancellation/Suspension Request Form on City Talk). After three months my pass will be deactivated. To reactivate, I understand that I must submit an Enrollment/Re-Enrollment form to Benefits by the first of the month in order for my Metropass to be effective the following month.

Check one: <input type="checkbox"/> Metropass (\$60.00) <input type="checkbox"/> MPEA Union (\$50.00) <input type="checkbox"/> Appointed (no cost)		
Employee Name (please print)	Employee ID Number	Work Telephone Number
Employee Signature		Date
<ul style="list-style-type: none"> • <i>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.</i> • <i>Monthly Metropass costs may change. Employees will be notified of any change in cost.</i> • <i>Pictures are no longer taken for Metropass participants.</i> <p style="text-align: center;"><i>Contact City Benefits at 612-673-3333 if you have questions.</i></p>		