OC Rideshare Program

Voluntary Payroll Deduction Authorization Form

	First Name	Initial	Last Name	Employee ID
Employee Name:				

	Street Mailing Address	Unit	City	Zip Code
Personal Mailing Address:				

	Work Start Time	Work End Time	E-mail Address	Phone
Other Information:				

	Agency/Department Name	Worksite Address	Building#
Agency Information:			

County of Orange and Orange County Superior Court employees are eligible to participate in the **Commuter Choice Program** offered through the OC Rideshare Program managed by Human Resource Services. This program allows employees to purchase transit passes or vanpool payment vouchers through the convenience of a monthly payroll deduction using pre-tax dollars up to the amount established by the Internal Revenue Service. The Commuter Choice Program Guidelines are printed on page two of this form. For questions: 714-647-1931 orRideshare@ocgov.com.

You must sign up by the 1st of the month prior to the month that you want to start receiving the benefits.

I would like to purchase the following ticket type or make the following change(s) to my participation information (select all that apply):

TICKET TYPE:
- ☐ OCTA E-Pass Card
- ☐ OCTA Express Bus Ticket:
  - ☐ 30-Day – Routes 701, 721, 749
  - ☐ 30-Day – Routes 757 or 758
- ☐ Vouchers for Vanpool or Amtrak fares
  - Per Month Amt: $_____
  - (Round to nearest dollar)

TICKET TYPE:
- ☐ Metrolink Monthly Pass:
  - ☐ Regular Adult
  - ☐ Senior
  - ☐ Disabled

Boarding Station: _____
Destination Station: _____

CHANGES: (30-day notice required)
- ☐ Change Ticket Type
- ☐ Change Personal Mailing Address
- ☐ Change Other Information
- ☐ Change Agency Information

☐ Cancel Participation on: _____(date)

See the OC Rideshare Program Guidelines for details about the Commuter Choice Registration Incentive and the Club Rideshare Incentive.

Authorization: I hereby authorize the Auditor-Controller of the County of Orange to make a once monthly payroll deduction of the current prevailing fare amount from *one* of my bi-weekly payroll checks, and to continue until I notify the OC Rideshare Program Office in writing. It is expressly understood that if I select the OCTA E-Pass, the amount may change each month as it is based on actual trips taken. I also understand that the Metrolink ticket that is reserved for me to retrieve with the Metrolink Corporate Quick Card is for a particular month and route.

Signature:	Date:

I am a County of Orange or County of Orange Superior Court employee and have read and understand the Commuter Choice Program Guidelines on page two of this form. I will not transfer this benefit to any other person. The amount designated above does not exceed my average monthly commuting fares. I agree and understand that false certification may result in disciplinary action by the County of Orange up to and including dismissal from employment and possible persecution for Federal income tax evasion. I hereby release, and agree to hold harmless TransVironmental Solutions (TVS), the County, its officers and employees from any liability or damages for failure on his part on making payments here authorized, or damages for failure to stop, or delay in stopping the deduction hereby requested. I shall hold TVS, the County and/or its officers blameless in any action which may be brought by me or by others on my behalf; and waive all claims against TVS and the County to any and all amounts so deducted from my salary and/or wages.

FAX to 714-653-1148 or scan and email to Rideshare@ocgov.com

County of Orange

Commuter Choice Program Guidelines

County of Orange and Orange County Superior Court employees are eligible to participate in the Commuter Choice Program offered through the OC Rideshare Program managed by Human Resource Services. This program allows employees to purchase transit passes or vanpool payment vouchers through the convenience of a monthly payroll deduction using pre-tax dollars up to the amount established by the Internal Revenue Service. This voluntary program is available on a month-to-month basis. Payroll deductions generally will occur on the 2nd payroll cycle of each month. For any questions, please call 714-647-1931 or Rideshare@ocgov.com .

PAYROLL DEDUCTIONS:

- Metrolink riders: The amount of the fare retrieved using the Metrolink Corporate Quick Card for the route indicated on your form will be deducted from your paycheck each month.
- Vanpool and Amtrak riders: The amount you indicate on your form will be deducted from your paycheck each month so that the vouchers can be purchased in advance on your behalf.
- OCTA Bus riders: Authorization of up to the maximum OCTA monthly E-Pass rate will be deducted each month based on your actual transit usage during the previous month.
- OCTA Express Bus riders: The fare for the indicated route on your form will be deducted from your paycheck each month so that the monthly ticket can be purchased in advance on your behalf.

SUBMIT THE VOLUTARY PAYROLL DEDUCTION AUTHORIZATION FORM:

- Fax or scan and email the completed form by the 1st of the month prior to the month that you want to start participating to allow time for set up and processing.
- To make changes:
  - You must submit another Voluntary Payroll Deduction Authorization Form and check the applicable "change" box.
  - Your request must be received by the 1st of the month prior to the month you wish changes to become effective.

WHAT YOU WILL RECEIVE AT YOUR PERSONAL MAILING ADDRESS:

- Metrolink riders will receive a Metrolink Corporate Quick Card that is used to retrieve specific passes reserved for a specific month. You must retrieve your ticket from the ticket vending machines (TVMs) located at all Metrolink stations between the 25th of the current month and the 5th of the ticket month.
- Vanpool and Amtrak riders will receive vouchers each month. You will present the vouchers to the vanpool driver or designee as part of your monthly fare payment. vRide Vanpool and Enterprise Rideshare accept the vouchers toward the monthly lease. Vouchers are also accepted at Amtrak ticketing windows.
- OCTA Bus riders will receive an annual E-Pass once a year. The pass is to be "swiped" for each boarding.
- OCTA Express Bus riders will receive their monthly ticket.
- Special Notes:
  - Notify the OC Rideshare Program Office of any change in your personal mailing address in writing or by email note to Rideshare@ocgov.com by the first of the month to allow for processing.
  - The OC Rideshare Program is not responsible for vouchers or passes lost in the mail. Be sure to provide a secure personal mailing address.

TO CANCEL THE PAYROLL DEDUCTION:

- You must submit another Voluntary Payroll Deduction Authorization Form and check the "cancel payroll deduction" box and include a date.
  - The form must be received by the 1st of the month prior to the month you wish to stop participating.
  - Once a Metrolink monthly pass or ticket is retrieved from the TVM, it cannot be returned.
  - Once vanpool vouchers or OC Express tickets are purchased for you, they cannot be returned.

TO SUSPEND THE PAYROLL DEDUCTION:

- You must email your request to Rideshare@ocgov.com indicating the month(s) you wish to suspend your participation and the month you wish to re-start your participation. Your request must be received by the 1st of the month prior to the month you wish to suspend your participation.
  - If you cannot send your request by email, please fax your written request to 714-653-1148.
  - Once a Metrolink monthly pass or ticket is retrieved from the TVM, it cannot be returned.
  - Once vouchers or OC Express tickets are purchased for you, they cannot be returned.

LOST OR STOLEN TICKETS, VOUCHERS OR CARDS:

- Lost or stolen Metrolink tickets, vouchers or OCTA Express passes will not be replaced by the OC Rideshare Program. These should be considered the same as cash. You should file a police report if stolen and send a copy of the report to Metrolink or OCTA with a request for refund.
- If the OCTA E-Pass card is lost or stolen, it can be deactivated. You must notify the OC Rideshare Program staff within 24 hours if the E-Pass card is lost or stolen or you will be responsible for any fares incurred prior to notification.
- If the Metrolink Corporate Quick Card is lost or stolen, it can be cancelled and replaced. Notify OC Rideshare Program staff to receive a replacement Quick Card.