



# MONTHLY MARTA ON BREEZE CARD Payroll Deduction and Cancel Request Form

Payroll/Benefits/HRIS  
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Georgia State University  
P.O. Box 3982  
Atlanta, GA 30303-3083  
(404) 413-3330  
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<b>Name:</b> (Please Print)	<b>Employee ID #:</b>
<b>Department:</b>	<b>Email:</b>
<b>Panther Card #:</b>	<b>Phone:</b>

### Monthly MARTA on Breeze Card (Payroll Deduction or Cancel deduction):

To encourage the use of alternative transportation, the University subsidizes the MARTA University pass program for faculty and staff purchased through payroll deduction. The rate is subject to change based on MARTA pricing to the University. The additional subsidy is only available through payroll deduction.

**Deduct** the monthly amount for a MARTA Pass (Automatically adds the benefit to your Breeze card each month)

**Cancel** the monthly amount for a MARTA Pass (Stops deduction & loading of MARTA rides to Breeze)

This is a pre-pay program; deductions made in one month will pay for the following month's MARTA Breeze benefits. For example, January's deductions will pay for February. You must enroll or cancel by the 14<sup>th</sup> of the month in order for the MARTA pass to load or not load on your Breeze card for the following month. **MARTA Breeze cards are prepaid and are not eligible for any refunds.**

Employees, who miss the cut-off on the 14<sup>th</sup>, may purchase the MARTA Breeze card benefit at the discounted rate at a MARTA kiosk. (Note: University subsidy is not available at kiosk). In order to purchase the next month's MARTA pass, the purchase at the Kiosk must occur on or after the 23<sup>rd</sup>. A purchase at the MARTA kiosk before the 23<sup>rd</sup> will result in the current month loading to the Breeze card. We cannot process a refund if the wrong month is loaded at the Kiosk.

#### For Ten-Month Faculty:

If you are in a paid status during the summer, your deduction will continue through the summer months. If you are not in a paid status, and need to continue using MARTA during the summer, the cost for the MARTA pass for the two summer months will be as a deduction on your first paycheck during the following fall semester.

I authorize Georgia State University to withhold the monthly amount indicated from my pay on a pre-tax basis. I understand there will be a division of the monthly MARTA charge across the number of paychecks I receive each month. MARTA Breeze card payroll deductions are a prepaid benefit and I understand there are no refunds associated with this program.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR HR USE ONLY			
Pay Code		Payroll Date	
Deduction Code		Date Processed	
Deduction Amount		HR Initials	