



# OC Rideshare Program – Commuter Choice

## Payroll Deduction Authorization Form



	First Name	Initial	Last Name	Employee ID
<b>Employee Name:</b>				
	Home/Mailing Address	Unit/Apt	City	Home Zip
<b>Mailing/Home Address:</b>				
	Work Start Time	Work End Time	Work Email	Work Phone
<b>Work Information:</b>				
	Work Address		Work City	Zip Code

All County of Orange and Superior Court employees are eligible to participate in the **Commuter Choice Program** offered through OC Rideshare and managed by HRS/Employee Benefits. This program allows employees to purchase transit passes or vanpool fare (vouchers) through the convenience of a once-per-month payroll deduction using pre-tax dollars up to the amount established by the IRS. The Commuter Choice Program Guidelines are available online at [OC Rideshare Guidelines](#).

**Note: Employees must submit this Payroll Deduction Form by the 1st of the month, prior to the actual month that the employee would like to start receiving the pre-tax benefits.**

I would like to purchase the following ticket/pass/voucher, or make the following change(s) to my existing participation information:

Select all that apply:

- OCTA Bus – Annual Perk Pass
  - OCTA Express Bus Monthly Pass:
    - 30-Day – Routes 701, 721, 749
    - 30-Day – Routes 757 or 758
    - 30-Day – Senior (60+) Pass
  - Other \_\_\_\_\_
  - TranBen Voucher (Amtrak/Enterprise Vanpool)
- Per Month Amount to Deduct:  
\$\_\_\_\_\_ (round to nearest dollar)

**Metrolink Passes/Tickets:**

- Month     7-Day (Consecutive)     Single-Day\*
  - 5-Day Flex\*\*\*     10-Day Flex\*\*\*
- Pass Type:
- Adult                       Senior\*\*
  - Student/Disabled\*\*
- \* **not** available with Mobile App  
 \*\* must attach copy of ID (Student or Driver License)  
 \*\*\* **only** available with mobile app
- Email: \_\_\_\_\_  
 (Email required for using Metrolink Mobile App)  
 Boarding Station: \_\_\_\_\_  
 Destination Station: \_\_\_\_\_

**CHANGES: (30-day notice required)**

- Change Pass/Ticket Type
- Change Address/Other Info

**Please Cancel My Participation:**

- TranBen Vanpool/Voucher
- Metrolink/OC Bus Perk Pass

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Authorization:** I hereby authorize the County of Orange Auditor-Controller to make a once-per-month payroll deduction of the current prevailing fare amount from **one** of my bi-weekly payroll checks, and to continue doing so until I notify the OC Rideshare Program Office by submitting a cancellation, or when my employment status is not active. It is understood that if I select the OCTA Perk Pass or Metrolink Single Day Pass(es), the amount may vary each month, and is based on the actual number of trips taken or passes retrieved. I also understand that the Metrolink Pass is reserved for me to retrieve each month with my Metrolink Corporate Quick Card or Metrolink Mobile App is for a specific route/stations and by retrieving the pass, I understand that I must pay for that month entire month even if I do not use the pass for the month where I retrieved one.

Signature:	Date:
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*I am a County of Orange or Superior Court employee and have read and understand the Commuter Choice Program Guidelines. I will not transfer this employee 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 up to and including dismissal from employment and possible persecution for Federal income tax evasion. I hereby release and agree to hold harmless Innovative TDM Solutions (ITS), 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 ITS, the County and/or its officers harmless in any action which may be brought by me or by others on my behalf; and waive all claims against ITS and the County to all amounts so deducted from my salary and/or wages.*

**Please scan/email the completed application to [rideshare@ocgov.com](mailto:rideshare@ocgov.com) or pony mail to:  
Rideshare Office – Bldg 10/Santa Ana; Room 105B**