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ONCE COMPLETED IN SCAN/EMAIL THIS FORM TO [payroll@csuohio.edu](mailto:payroll@csuohio.edu) for processing.

IMPORTANT INFORMATION

- x Pretax deduction for the amount specified above will be taken automatically the first pay of each month.
- x Enrollment must be received by the Payroll Office 6 business days prior to your first pay of the month to receive the RTA pass for the following month.
- x This authorization is to remain in effect until the CSU Payroll Department has received a withdrawal notification from the employee to cancel the automatic deduction.
- x Withdrawal must be received by the Payroll Office 6 business days prior to your first pay of the month to have the payroll deduction stopped for the following month.
- x There are no refunds or prorations to the employee.

CSU ID #: \_\_\_\_\_ Email: \_\_\_\_\_

First Name \_\_\_\_\_ Last Name: \_\_\_\_\_

Month Effective Beginning: \_\_\_\_\_

Select 1 deduction option:

\$48.00/month RTA at Senior / Disabled

\$95.00/month RTA at Bus/ Rapid

\$105.00/month RTA at ParkN-Ride

WITHDRAWAL

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please Note Passes can be picked up from Parking and Transportation Services, 2121 Euclid Ave. Berkman Hall 115, after the 20th of the month