



MONTHLY MARTA ON BREEZE CARD Payroll Deduction and Cancel Request Form

Payroll
3rd Floor
One Park Place
Georgia State University
P.O. Box 3982
Atlanta, GA 30303-3083
(404) 413-3302
FAX (404) 413-3335

Name: (Please Print)	Employee ID #:
Department:	Email:
Panther Card #:	Phone:

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 14th 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 14th, 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 23rd of the month. A purchase at the MARTA kiosk before the 23rd 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, you will need to purchase the next monthly benefit at the MARTA kiosk on or after the 23rd of the current month. Once you return to paid status, payroll deductions will resume and your Breeze card will be loaded for the following month.

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. Submit the completed and signed form to GSU Payroll Department by visiting the Employee Service Center/Payroll General Inquiry - <https://gsutech.service-now.com/esc>

Employee Signature _____

Date _____

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