

UMKC Public Transit Enrollment Form (KCATA TRIP)

Name (Last, First, Middle Initial)	Employee ID		
Department	Bus Pass Effective Date		
Campus Address	Phone		
Address (home)	City	State	Zip Code

**Directions: Please complete the top section and the appropriate section below with signature and date.
Forward to HR through campus mail (226 AC) or by fax at (816) 235-5515.**

Service	Regular Rate	TRIP Rate	Check One
Regular and express service, including MAX Kansas City, MO, Kansas City, KS Raytown, Gladstone & Independence Including #28x-Blue Ridge, #28XX-I-435 South Express, #37XX-North Broadway, #56X-Red Bridge and #133X Vivion/Antioch	\$50.00	\$38.00	<input type="checkbox"/>
#152-Lee's Summit/Raytown Express, #170-Blue Springs Express, #69X-Liberty Express	\$95.00	\$83.00	<input type="checkbox"/>

Passes are paid for a month in advance. For monthly employees, the full TRIP Rate is deducted and for bi-weekly employees, the deduction is divided between the first two paychecks each month. (When Possible) Please note: Passes and deductions will not be prorated. Deductions are for full month passes only. Forms must be received in HR a minimum of 10 days prior to the pay day to begin or stop the deductions for the next pay day.

<input type="checkbox"/> Enroll	<input type="checkbox"/> 624- Pre Tax Deduction	<input type="checkbox"/> 625- After Tax Deduction
I elect to enroll in the monthly bus pass program and I authorize the above deduction from my paycheck for the required contribution. I understand that this deduction will remain in effect unless I elect to cancel it.		
_____	_____	_____
Employee Signature	Date	Phone (Work)
<input type="checkbox"/> Cancel	Please cancel my bus pass deduction effective ____/____/____.	
<i>(Must be received 10 days before next pay day in order to ensure deductions cease on next paycheck.)</i>		
_____	_____	_____
Employee Signature	Date	Phone (Work)

ADMINISTRATIVE USE ONLY			
Paycheck Date	Bi-Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Paycheck <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3