



# Transit Pass Application

(Please **PRINT**)

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Payroll #: \_\_\_\_\_ USC ID#: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Campus: (please circle)      UPC / HSC

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

( ) **Metro Annual Pass\*\***

( ) **Metro Senior Annual Pass\*\***

( ) **Metro 30-day Pass** (you are responsible for 1 day fare on months with 31 days)

( ) **EZ Pass with Zone \_\_\_\_\_\*\***

( ) **EZ Senior Pass with Zone \_\_\_\_\_\*\***

( ) **Commuter Express Monthly with Zone \_\_\_\_\_**

( ) **Commuter Express 20-trip booklet with Zone \_\_\_\_\_**

( ) **Metrolink Monthly pass \_\_\_\_\_(station)**

\*\*make sure to complete both pages of the application



**Any Changes & New Applications must be submitted during Transit period.  
If you have an active parking permit, you do not qualify for the \$30 subsidy  
You will be notified by e-mail when your pass is ready. You are responsible for  
picking up your Transit pass – you will be charged if you do not pick it up.**

### Payroll Deduction Option

- I choose to reduce my regular pay for a Transit pass. This pay reduction will continue unless I revoke my choice in writing in December preceding a calendar year.
- No, I am not interested in the tax reduction but would like to have my METRO pass payroll deducted each month.

### Cancellation

- I choose to cancel my Transit Pass in accordance with the above stated rules and regulations.  
Pass number# \_\_\_\_\_

If you elect to Pre-tax your Pass, your regular pay will be reduced.

Please note the following restrictions of this alternative.

- Your pay reduction cannot be stopped or changed during the calendar year (even if your METRO expenses change), unless you: **(1)** have a change in family status as determined by the University in its discretion (i.e., new child; your spouse changes jobs; you divorce or marry); **(2)** the change in your mode of travel is consistent with the change in your family status; AND **(3)** you notify Transportation Services of your change in family status within 30 days of the change.
- The Transit benefit election and pay reduction can only be initiated before the calendar year for which the service is desired, except for mid-year initiation allowed for new hires, or on account of and consistent with a change in family status.

## **RELEASE AND LICENSE AGREEMENT**

I, the undersigned, an employee or student of the University of Southern California \_\_\_\_\_, hereby give my consent to the University of Southern California, and any school, department or division thereof and their assigns, licensees, agents, and representatives (collectively, "USC") the absolute, unrestricted and irrevocable right and permission through the world to take my photograph, reproduce, distribute, and display my image, likeness, name, and any other identifying characteristics, solely for the Department of Trojan Transportation's purposes.

I also hereby provide my consent to the release of my photograph and likeness to LA MTA for the purpose of ISSUING AN MTA CARD.

I expressly release USC, its directors, officers, employees, agents, licensees, and assigns from any and all claims whatsoever in connection with the release, use and reproduction of my image, voice, likeness, name or any other identifying characteristics in the above-mentioned materials.

I hereby warrant that I have read this release and license and the terms thereof prior to its execution and that I am fully familiar with and understand the contents hereof. I am over eighteen years of age.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

ID Number \_\_\_\_\_