



MONTHLY MARTA CARD Enrollment and Change Form

Payroll/Benefits/HRIS
 3rd Floor
 One Park Place
 Georgia State University
 P.O. Box 3982
 Atlanta, GA 30303-3083
 (404) 413-3330
 FAX (404) 413-3335

Name: (Please Print)	ADP Empl ID:
Department:	Email:

INSTRUCTIONS: Regular, monthly on-campus parking through payroll deduction is managed by Auxiliary Services. If you are enrolled in the on-campus parking program, you will not need to complete this form.

Monthly MARTA Card:

_____ Deduct the monthly amount for a MARTA Card _____ Cancel the monthly amount for a MARTA Card

This is a pre-pay program; deductions made in one month will pay for the following month's MARTA Card. For example, January's deductions will be applied to February's MARTA Card. You must enroll by the 15th of the month to be able to pick up a MARTA Card for the following month. In addition, any change in this program requires that the form be received in HR at least ten business days prior to your next payroll date.

MARTA cards for the following month can be picked up in Auxiliary Services as early as the 25th of the current month, but not later than the 7th day for that month's MARTA Card. MARTA Cards not picked up will be returned to MARTA, and there will not be an option to purchase a monthly MARTA Card at the discounted employee rate. However, if you do not pick up your card, you may request a refund by contacting Payroll at extension 3-3302.

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 a MARTA Card during the summer, the cost for the MARTA Card will be deducted on your first paycheck during the following fall semester.

I authorize Georgia State University to withhold the monthly amount indicated from my pay on a pre-tax basis. I understand the monthly amount(s) elected will be divided across the number of paychecks I receive each month.

Employee Signature _____ Date _____

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