



TRANSIT MONTHLY PASSES
PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize the Payroll Department of Duquesne University to deduct from my pay

_____ \$ 97.50 Zone 1 Pass

per month for a monthly Port Authority of Allegheny County transit permit. (It is understood that the current rate, as listed above, is subject to possible change by Port Authority of Allegheny County.)

Contact Lisa Guercio directly at guerciol@duq.edu **if the transit authority is other than Port Authority of Allegheny County.** Arrangements can be made to purchase monthly passes from other transit authorities.

_____ Please check here if you would like payroll deduction taken out of two pays in the month rather than out of one pay.

The payroll deduction taken in any month is paying for the following month's transit pass. If you do **not** want a pass for a particular month, contact Lisa Guercio, Human Resources at guerciol@duq.edu, to stop deductions and advise when to begin the deductions again.

Signature _____

Department _____ Campus Phone _____

Last four digits of Social Security Number _____

E-mail Address _____

What month do you want payroll deductions to begin? _____

Keep in mind that monthly deductions are paying for the next month's pass.

**Examples: DECEMBER deductions will pay for a JANUARY pass.
 JUNE deductions will pay for a JULY pass.**

Forward completed form to Lisa Guercio, Human Resources, Koren Bldg. or guerciol@duq.edu

Port Authority ConnectCard passes are usually available by the 20th of each month. An e-mail will be sent advising you when the passes are available for pick up at the **Office of Human Resource Management, Koren Hall, 1st Floor**. Please present I.D. when picking up your pass. No deliveries will be made. Thank you.