

Parking & Transportation
Building W20-022
8:30AM – 4:30PM
617.253.9701
tpass@mit.edu

MIT T-pass Program

Terms and Conditions

- Please be aware that you can get a subsidized t-pass **OR** a regular, full time parking permit, not both. You can obtain a subsidized t-pass and **occasional** parking (which allows you to park up to eight (8) times a month).
- T-passes are distributed starting on the last three business days of the prior month. They may be picked up at the Parking Office any time during that month and beyond.
- This is a pre-paid program and your t-pass will automatically be ordered for you each month and your payroll or Bursar account will be deducted each month. A t-pass will be ordered and you will be charged each month until you cancel your account. You can cancel by the 15th of the prior month. For example, you have until September 15th to cancel your October t-pass. All other changes must be made at least one month and one day in advance. For example, a change affecting November would have to be received by the last working day in September.
- As an *employee*, the cost will be automatically deducted from your paycheck each month. You will see a deduction on your pay stub in October for your November t-pass. You will get a t-pass every month as long as payroll can deduct the fee from your paycheck. If you leave MIT, you must cancel your account. If for any reason the payroll department is unable to deduct the fee from your paycheck, you will have to pay in cash or check (made out to MIT) when you pick up the pass. If payroll is unable to deduct the fee from your paycheck on the second attempt, and the problem cannot be rectified, your account will be terminated. Cash payments must be made at the **Parking & Transportation office at W20-022**.
- As a *student*, the t-pass will be charged to your bursar's (student) account each month. For example, you are charged in October for your November t-pass. Remember, you must have a bursar's (student) account to order a subsidized t-pass.
- If for any reason the bursar's office is unable to deduct the fee from your *student* account, you will have to pay in cash or check (made out to MIT) when you pick up the pass. If the bursar's office is unable to deduct the fee from your student account on the second attempt, and the problem cannot be rectified, your t-pass account will be terminated. Cash payments must be made at the **Parking & Transportation office at W20-022**.
- **Student** accounts terminate each year. Students must reapply each year starting with the fall semester.
- The Parking & Transportation office must return all unpaid t-passes to the MBTA by the 1st business day of the month.
- Questions? Problems? Talk to us. Visit our web site for the latest information at: <http://web.mit.edu/parking>
- You can contact the **MBTA** by calling 617.222.3200 or log onto www.mbta.com.