

# MIT T-Pass Program

## Terms and Conditions



The following groups are eligible for the subsidized T-pass program at MIT:

- Benefits-eligible faculty, staff, and postdoctoral associates at MIT who do not have full-time off-campus or campus resident parking (a daily parking account does not impact eligibility)
- Lincoln Lab employees who are eligible for payroll deduction
- MIT students who do not have full-time off-campus or campus resident parking

Pre-ordered T-passes are available to be picked up beginning on the last three business days of the month before activation. Passes may be picked up at the Atlas Service Center (E17-106, 8:00 AM to 6:00 PM, Monday-Friday).

**Employees:** This is a pre-paid program, and your T-pass order will renew automatically each month (and your payroll will be deducted each month) until you cancel your account. The T-pass cost for the upcoming month will be deducted from the current month's paycheck. For example, you will see a deduction on your paystub in October for your November T-pass. The "MBTA Pass" deduction displays your total cost. Adjustments to taxable income are displayed in the earnings section and labeled as "MBTA Fed Txbl Adj" and/or "MBTA MA Txbl Adj."

You will continue to get a T-pass each month as long as payroll can deduct the fee from your paycheck and unless you cancel. If for any reason the payroll department is unable to deduct the fee from your paycheck, you will have to pay in person with a credit card when you pick up the pass. If payroll is also unable to deduct the fee from your paycheck in the next month, your account will be terminated. In-person payments must be made at the Atlas Service Center at E17-106.

If you want to cancel or suspend your T-pass, you must do this through Atlas by the 12th of your final active month. For example, you have until September 12th to cancel your October T-pass. If you leave MIT, you must cancel your account. Any other changes to your account 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.

**Students:** This is a pre-paid program, and you select the semester(s) or month(s) that you want for the upcoming school year. You can always return to the site later to add a month as long as you do this one month and a day in advance. The T-pass cost for the upcoming month will be charged to your student account during the current month. For example, you are charged in October for your November T-pass. Remember, you must have an active student account to order a subsidized T-pass.

If for any reason the Student Financial Services (SFS) office is unable to deduct the fee from your student account, you will have to pay in person with a credit card when you pick up the pass. If the SFS office is also unable to deduct the fee from your student account on the next attempt, your T-pass account will be terminated. In-person payments must be made at the Atlas Service Center at E17-106.

If you want to cancel or suspend your T-pass, you must do this through Atlas (for a monthly pass) by the 12th of your final active month or (for a semester pass) on the 12th of the month prior to the beginning of the semester. For example, you have until September 12th to cancel your October monthly T-pass. If you leave MIT and you still have an active T-pass, you must cancel your account. Any other changes to your account 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.

Note that your student account terminates at the end of the spring semester each year unless you are registered for a summer term class or program. If you need a monthly or semester T-pass in September, and you are unable to order one because your student account is inactive, email the Parking & Transportation Office at [tpass@mit.edu](mailto:tpass@mit.edu).

Questions? Problems? Talk to us. Visit our website for the latest information at: <http://web.MIT.edu/parking> .

Atlas Service Center  
Parking & Transportation  
E17-106 8:00AM – 6:00PM Monday-Friday  
617-253-3000  
[tpass@mit.edu](mailto:tpass@mit.edu)