

 <b>Environment, Health &amp; Safety Office</b> <b>Administrative Procedures</b>	<b>Procedure #:</b> EHS-03-001.1
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<b>TITLE: T-Pass Program</b>	<b>Approved:</b>  <b>Title:</b> <i>Louis DiBerardinis</i> <hr/> Director, EHS
<b>SOP Author:</b> Nadia Morrison	

**MIT Employee Applicants:**

In an effort to promote public transportation and help reduce traffic congestion around campus, MIT subsidizes the purchase of MBTA monthly passes for students and employees. Once you are enrolled in the program, a Charlie Card, a reusable smart card, will be issued to all Bus and LinkPass users. A Charlie Ticket will be ordered for Commuter Rail and Commuter Boat riders and ready for pickup during the last three business days of each month.

All employees who are eligible for payroll deduction and do not have a full parking permit are eligible to apply for T-passes. Once you sign up, you are enrolled in the program until you cancel.

The Parking and Transportation Office must receive the applications at least one month and one day in advance. For example, applications for a November MBTA Pass must be received by September 30th.

To apply, view, change, cancel, or suspend T-passes, please click on the following link: <https://commuting.mit.edu>. Follow the “continue” arrow to the link where you can “change, cancel or suspend” your account.

**T-Pass Pick Up Locations and Times**

When you fill out the T-pass application, you choose one location where you would like to pick up your Charlie Ticket (monthly pass) every month: either the STATA Center, First Floor lobby across from the Information Desk, **or** the Parking and Transportation Office, Room W20-022.

Charlie Tickets are available for pick up **during the last three business days and the first business day of the month** at the STATA Center, First Floor lobby in the Vassar/Main Street lobby entrance, from 11 AM to 2 PM or the Parking and Transportation Office, Room W20-022 from 8:30 AM to 5:30 PM.

Prepaid passes will be held in the Parking and Transportation Office after the monthly pick up days and can be picked up weekdays from 8:30 AM to 4:30 PM.

This is a PRE-PAID program. The cost for the subsidized pass will be deducted from your paycheck monthly. For example, you will see a deduction in your May pay stub for your June T-Pass. Prices are subject to change without notice. Cash or checks will not be accepted.

## **Pre-Tax Salary Reduction**

If you elect to have the cost of a monthly T-pass or MBTA Commuter Rail Pass deducted directly from your pay by MIT, your monthly pay will be automatically reduced by the amount of that deduction up to the maximum allowed under the tax rules (with the balance of the monthly deduction beginning after-tax), unless you specifically elect otherwise, in writing, before each October 1st.

Because T-passes are available for purchase through MIT, your pre-tax payment for T-passes (up to the monthly pre-tax limit) is available only on a direct salary reduction basis. You cannot receive cash reimbursement for T-passes.

Additional information about this benefit can be found on the

### **Qualified Transportation Benefit Plan page:**

[http://web.mit.edu/facilities/transportation/parking/employee/qualified\\_benefit.html](http://web.mit.edu/facilities/transportation/parking/employee/qualified_benefit.html).

This information is provided as guidance. The latest information on this program including subsidy rates can be found at the Parking and Transportation Office at:

<http://web.mit.edu/facilities/transportation/tpass/index.html>