

**BUSINESS PASS PROGRAM / NJ TRANSIT**



We are pleased to announce the Business Pass Program for our employees. You may purchase your NJ TRANSIT bus, rail, or light rail monthly pass from the payroll deductions. Due to limited capacity at Hudson-Bergen Light Rail park-ride lots, we can only offer monthly transportation passes through the Business Pass program. If you wish to park at one of the park-ride lots, you must purchase your monthly parking permit and transportation pass simultaneously at the Ticket Vending Machine. Daily and monthly parking are available on a first-come, first-serve basis. Parking CAN only be purchased with transportation.

Commuting with a NJ TRANSIT monthly pass makes sense. Passes provide unlimited rides for a calendar-month and offer Tax savings of up to 35% off the regular one-way fare. You can now use up to \$315.00 monthly from your pre-tax salary for even more significant savings! Combined with the convenience of budgeting your commuting costs and receiving the passes directly at your work site.

If you want to enroll in Business Pass, please complete the application below. Once the payroll deduction is established, we will continue providing the same bus or rail pass each month unless you notify us that you wish to discontinue the deduction.

For further information on the program, don't hesitate to email [payroll@njit.edu](mailto:payroll@njit.edu).

Always use your NJIT Email. For data security reasons, we are unable to accept non-NJIT emails.

\_\_\_\_\_  
Name \_\_\_\_\_ Ext. \_\_\_\_\_

NJIT ID \_\_\_\_\_ Dept. \_\_\_\_\_

**Review Payroll Taxes FAQ on how to find NJIT ID.**

**Your email address to be used by NJ Transit:** \_\_\_\_\_

I authorize **NJIT** to deduct the amount listed below each month from my paycheck:

( ) Bus Pass \$ \_\_\_\_\_ # of Zones \_\_\_\_\_

( ) Rail Pass \$ \_\_\_\_\_ Origin \_\_\_\_\_ Destination \_\_\_\_\_

( ) One-way Rail Tickets \_\_\_\_\_

( ) Senior One-way Rail Tickets \_\_\_\_\_

Total \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date