

## MGB Resident T-Passes – Zino Aouas ([ZAOUAS@MGB.ORG](mailto:ZAOUAS@MGB.ORG)) & Joanne Trask ([JTRASK@MGB.ORG](mailto:JTRASK@MGB.ORG))

**Please make sure to read the details below in its entirety, this form is only for Mass General Brigham Residents interested in signing up for a July onward MBTA pass.**

### **MBTA Pass Information:**

Mass General Brigham Residents are eligible for a subsidized MBTA Public Transit pass, also known as a “T-pass”. These passes are offered monthly at a subsidized rate of 50%.

**Link**\* pass (most popular for those living in the Boston Area) allows travel on the subway (Red, Orange, Blue, and Green lines) as well as the local bus. The subsidized cost is \$45.00 a month payroll deducted pre-tax.

**Commuter Rail/Zone**\*\* pass allows travel to the outer suburbs. Each Commuter Rail/Zone pass (Zones 1A through Zone 10) allows you to commute further in/out of Boston. The subsidized rate for these passes ranges from \$45.00 to \$213.00 per month payroll deducted pre/post tax depending on which Zone you plan on commuting from. To determine what Zone pass you need please visit the MBTA’s website [here](#), and enter your home stop and your destination.

### **Things to Keep in Mind**

- Residents who choose to sign up for an MBTA pass only need to do so once, PeopleSoft keeps you automatically enrolled each month. See the “How to Sign Up” instructions below.
- Residents receive their MBTA pass directly from the Mass General Brigham Corporate Office in Somerville. Residents whose passes are lost/damaged must stop by our office in Somerville to get a replacement. We suggest reaching out to [MGBCommuterServices@Partners.org](mailto:MGBCommuterServices@Partners.org) to have the pass prepared ahead of time.

*\*Charlie Card Link passes automatically renew each month, meaning you reuse the same pass each benefit month.*

*\*\*Charlie Ticket Commuter Rail/Zone passes DO NOT renew each month; we will mail you one each month as long as you keep your enrollment active in PeopleSoft.*

### **How to Sign Up:**

**Please complete and e-mail the attached form to [MGBCommuterServices@mgb.org](mailto:MGBCommuterServices@mgb.org) by the second Thursday of June.**

**We will be mailing your T-pass to your home residence, please make sure to include your home address in the e-mail when you send us this form.**

Please note, filling out this form signs you up for a reoccurring MBTA pass, if you choose **not** to keep your pass for August onward you are responsible for going into PeopleSoft and canceling before the deadline (second Thursday of July)

### **Frequently Asked Questions**

#### **1. My Charlie Card Link pass is damaged; can it be replaced?**

Yes, please contact [MGBCommuterServices@mgb.org](mailto:MGBCommuterServices@mgb.org) for a replacement. Damaged cards are replaced free of charge. Please do your best to keep your MBTA pass away from credit cards/cell phones as these items will demagnetize your card.

#### **2. I lost my Charlie Card Link; can it be replaced?**

Yes, Charlie Card Link passes are linked to individual employees and can be replaced if lost or stolen for replacement fee of \$10.00. Please contact [MGBCommuterServices@mgb.org](mailto:MGBCommuterServices@mgb.org).

#### **3. What is the deadline for signing up/canceling an MBTA pass?**

The deadline to sign up/cancel an MBTA pass is always the second Thursday of the current month for the next month.

Employee Name: _____		
Last	First	Middle Int.
Employee ID # (If unknown put N/A) _____ MGB Username: (If unknown put N/A) _____		
Department: _____ Best contact e-mail address: _____		

### **MBTA Pass Selection:**

\_\_\_\_ Charlie Link Pass (Bus and Subway) \$45.00

\_\_\_\_ Commuter Rail/Zone Pass (please specify which zone)

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