

Parking MGH Parking Office

MGH Fellows MBTA Registration Form

MGH Fellows are eligible to participate in the subsidized Corporate Pass Program for MBTA passes. The passes are offered monthly at a reduced rate of 50%. Fellows enrolled in the debit (per use) program are eligible for a subsidized MBTA pass. Those enrolled in monthly parking deduction program are not eligible for a MBTA pass. The MBTA Charlie Card (most popular) for subway and some bus travel costs **\$45 a month on a pre-tax basis.**

For those with orientation on June 14th please sign up for your MBTA pass via PeopleSoft by going to your **Partners Applications > PeopleSoft > Employee Self Service > My Pay > MBTA enrollment** and choose your pass by June 8th, 2023. For those with orientation on July 1, 2023, please complete and return this form to commuterservices@partners.org by June 8th, 2023. For those with orientation on July 31st, 2023, please sign up for your August pass in PeopleSoft by July 13th, 2023. If you are unable to access PeopleSoft before your orientation, we will provide a paper copy of this form at your orientation.

Resident/Fellow Name:	_____		
	Last	First	Middle Int.
Employee ID #:	_____		
Log-in ID:	_____		
Department:	_____		
Phone:	_____		
	Work	Cell	

MBTA Passes:

___ BUS (Bus only) \$27.50

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

___ Commuter Rail (please specify below)

Zone _____

To learn more about the MBTA Zones passes and areas they cover, please visit the MBTA website at www.mbta.com

Your Charlie Bus or Link pass will be refilled automatically and deducted from your paycheck each month. To cancel your MBTA pass, please log in to your PeopleSoft account and deactivate your payroll deduction by the 2nd Thursday of every month prior to the month of cancelation. Commuter Rail passes will be distributed to your timekeeper or department manager before the new month cycle.

I authorize the Mass. General Hospital to deduct from salary the cost of the monthly MBTA as indicated above.

Resident/Fellow signature: _____ Date _____

(OFFICE USE ONLY)

PROCESSED BY	DATE	FEE \$	Key card #