

**ROOSEVELT UNIVERSITY**  
**RTA/CTA Transit Benefit Program – Enrollment Form**  
**Payroll Deduction Period of January, 2010 to December, 2010**

**Section 1 - Employee Information (please print)**

Name: \_\_\_\_\_ Roosevelt ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Campus/bldg. (for pass/check pick-up): \_\_\_ Chicago-Auditorium \_\_\_ Schaumburg

Job Classification: \_\_\_ Clerical Union \_\_\_ Faculty \_\_\_ Administrator  
 \_\_\_ Operations \_\_\_ Transportation \_\_\_ Safety/Security

**Section 2 - Enrollment Period (choose at least one)**

Election(s)	Payroll deductions will be on the first paycheck of:	Benefit Period	Enrollment Deadline
	All four quarters: January to December	February 2010 – continues until you cancel benefit	November 15
-----OR you may enroll for selected calendar quarter(s) below-----			
	January, February, March, 2010	February – March - April, 2010	November 15
	April, May, June, 2010	May – June - July, 2010	March 15
	July, August, September, 2010	August – September – October, 2010	June 15
	October, November, Dec., 2010	November–December, 2010-Jan., 2011	September 15

New hires are eligible beginning of benefit period (first of month following date of hire)

**Section 3 - Benefit Election (choose one category and the appropriate option)**

Chicago Card Plus (for new enrollees – an additional CTA form must be submitted)

Election(s)	Pre-Tax Deduction Options	Pre-Tax Deduction Enter exact amt./mo.	Description
	Enter monthly amount of: \$30, \$45, \$60, or \$80	\$ _____	CTA pay-per-use card via on-line account
	\$86.00/month	\$86	CTA 30-day pass via on-line account

**OR**

Transit Check

Election	Pre-Tax Deduction Options	Pre-Tax Deduction Enter exact amt./mo.	Description
	Enter monthly amount of: \$10-\$230		Voucher that may be used for fares or to purchase passes on Metra, Pace, SouthShore Railroad, or the CTA

**Section 4 – Enrollment and Payroll Deduction Authorization**

I understand that by signing and submitting this form, I authorize the adjustment to my annual salary based on my elections above for monthly pre-tax withholding under the Roosevelt University RTA/CTA Transit Benefit Program. New elections or changes to current elections may only be made quarterly as noted above. Employees suspended by the CTA can re-enroll during open enrollment periods only. Benefit eligibility ends immediately upon separation of employment. **I acknowledge that the above enrollment will automatically renew in subsequent years unless I submit a new form or I cancel my enrollment in writing.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date