

Georgetown University

SmartBenefits Transit Pre-Tax Payroll Deduction Form

Enrollment Type:   Change

Last Name:

First Name:

Department:

Phone:

GOCard Number (UID):

SmarTrip Card Number:

Georgetown University is authorized to begin making payroll deductions starting on:

(example: 01/10/2023)

- Effective January 1, 2022, the maximum SmartBenefits parking benefit allowed is \$300.00 per month
- SmartBenefits Parking may be used at any Metro owned parking lot
- You can elect \$20 - \$300 per month, in \$5 increments, to be deducted from your paycheck
- Your SmarTrip card will be funded after one full month of deductions have been taken from your paycheck
- You are able to make changes once per calendar year
- You cannot contribute to both University Parking and SmartBenefits at the same time

BIWEEKLY EMPLOYEES (The minimum monthly amount is \$20.00)

I authorize that the following amount be deducted from my pay **each month**:

MONTHLY EMPLOYEES (The minimum monthly amount is \$20.00)

I authorize that the following amount be deducted from my pay **each month**:

Main Campus employees: Email your form to Tasia Manson [otmfinance@georgetown.edu](mailto:otmfinance@georgetown.edu)

Law Center employees: Email your form to Marshall Lucas [mal48@law.georgetown.edu](mailto:mal48@law.georgetown.edu)