

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, 2024, the maximum SmartBenefits transit benefit allowed is \$315.00 per month
- You can elect \$20 - \$315 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

Law Center employees: Email your form to Marshall Lucas mal48@law.georgetown.edu