



1995 University Ave.
 Suite 110, First Floor
 Berkeley, CA 94704
 (510) 643-7701
<http://pt.berkeley.edu>

FOR OFFICE USE ONLY
Received By _____
Date _____

Easy Pass Release Form

FACULTY/STAFF CARD HOLDER CONTACT INFORMATION

UC ID #				
Last Name		First (Given) Name		M.I.
Address (Home/Work)			Apt#	City
State	Zip/Mail Code	Work Phone Number	Home Phone Number	Fax Number
E-mail Address				

ALL FIELDS MUST BE COMPLETED; ALL OF THE ABOVE IS REQUIRED INFORMATION

- Payroll deduction is available to UCB employees and requires WageWorks enrollment prior to submitting application.
- You are required to take a photo that will be placed on the Easy Pass at Parking & Transportation located at 1995 University Ave., Suite 110.
- AC Transit will mail the Easy Pass directly to the above address within 5-15 business days not including weekends and holidays once Parking and Transportation office receives and processes the application. If you do not receive it after 15 business days, please contact our office.
- To cancel your Easy Pass you must come to the office. For payroll deduction you must cancel by the 10th of the month for the current benefit month.

EASY PASS APPLICATION AGREEMENT

By accepting this, the Easy Pass is valid for use on all lines (local and transbay except Dumbarton Express), I agree to the following:

- Releasing my photo from Parking and Transportation office to AC Transit to create my Easy Pass personalized card.
- The card is not transferable / non refundable and will be revoked if used by someone else. A \$250 fine or community service can be imposed for the misuse of this pass with the intent to evade the payment fares (CPC640).
- The card must be validated for each trip by tagging the Easy Pass upon boarding the bus or at the entrance to transit stations or terminals.
- The card must be presented to AC Transit personnel for inspection if requested.
- The email provided on this form will be added to AC Transit's e-News subscription service for occasional, necessary updates on your bus line I understand AC Transit will not use my information for any other purpose and that I can opt out at anytime.
- Cards paid by Payroll Deduction will be automatically renewed unless cancelled by employee.
- Cards issued with payment method other than payroll deduction will be de-activated on 6/30 of plan year.

Signature	Date: