

Platinum Pass

Application and Payroll Deduction Authorization

Please Print

AGENCY ID: _____

AGENCY, DIVISION: _____

EMPLOYEE IDENTIFICATION NUMBER (EIN): _____

EMPLOYEE NAME: _____

WORK TELEPHONE: (_____) _____

Please ensure your address is correct in www.yes.az.gov before submitting this application. Your Platinum Pass will be mailed to your address of record the business day after your agency assigns the card.

PLATINUM PASS TYPE:

New Local/Express/RAPID/Light Rail

Replacement Local/Express/RAPID/Light Rail
Replacement cost of \$5.00 will be deducted from your paycheck.
Reason for Replacement: LOST STOLEN DAMAGED

RETURN THIS APPLICATION TO YOUR AGENCY PERSONNEL OFFICE

AGENCY USE ONLY: AGENCY TO RETAIN IN THE EMPLOYEE'S FILE

DATE RECEIVED: _____ DATE PROCESSED: _____

PROCESSED BY (NAME, EIN): _____

PASS NUMBER ASSIGNED: _____

Terms and Conditions of the Platinum Pass Program:

1. The Platinum Pass is to be used ONLY by the employee to whom it is issued. Improper use includes selling, loaning, or making the card available for use to anyone other than the employee to whom it is issued.
2. The employee's use of the Platinum Pass is subsidized for trips to and from work with a State agency, board, or commission. Non-work trips may be taken with the card in a month in which you have already incurred THE MAXIMUM MONTHLY CHARGE IN COMMUTING TO AND FROM WORK. There is no charge for these additional trips to either the employee or to the State. Charges represent usage in the prior month.
3. The employee is liable for charges incurred with the Platinum Pass. The card should be secured as if it were a credit card and the employee must notify their personnel or payroll office immediately if their Platinum Pass is lost or stolen. The card will be invalidated.
4. An employee who applies to replace a lost, damaged, or stolen Platinum Pass will be charged a \$5.00 replacement fee by way of payroll deduction.
5. Upon termination of employment with the State, this card must be surrendered. Final charges from the Platinum Pass will be deducted from the employee's final pay.
6. Employees must work in Maricopa County to be eligible. Employees of State universities and other State Agencies not paid through the ADOA Statewide payroll system are not eligible.
7. The State may change Platinum Pass policies and procedures from time to time and will notify participants of such changes. The employee's use of the card after receiving notice of change will indicate their agreement to the change.
8. Employees who violate these rules will be subject to disciplinary action.

I have received, read, and agree to comply with the policy governing the Platinum Pass. I further authorize the Department of Administration to deduct from my pay all applicable charges incurred through participation in the Platinum Pass program. I understand this authorization will remain in effect until all charges have been recovered.

EMPLOYEE SIGNATURE: _____

DATE: _____

I no longer wish to participate in the Platinum Pass Program (card must be surrendered). Employee Initials & Date _____