

**Georgia Department of Human Services**  
**Authorization for Payroll Deduction**  
**For Purchase of Discounted MARTA Monthly Transcards**

Revised 02/08/2017

I authorize the Department of Human Services to make payroll deductions from my salary for the pay period ending on the 15th of each month for the purchase of discounted **MARTA Monthly Transcards**. I understand that as long as this authorization remains in effect I will receive a monthly MARTA Transcard on or after the 25th day of the month for use in the subsequent month.

Until such time as the price of the monthly Transcard is changed by MARTA, the amount to be deducted is **\$90.25**. If the price of the Transcard is changed I understand that I will be responsible for the difference between the amount deducted and the price of the card. Also if the price of the Transcard is changed I must complete an updated "Authorization for Payroll Deduction for Purchase of Discounted MARTA Transcards."

I further understand that I am responsible for notifying the DHS Office of Financial Services Payroll Department in writing of changes to this authorization, and those changes must be received by that Office no later than the 7<sup>th</sup> of the month for which you wish the change/addition/cancellation to occur. Please note that if you miss the payroll deadline a card will be payroll deducted and issued to you, and no refunds or returns are allowed by the Downtown Atlanta Transportation Management Association (DATMA). These forms can be faxed to 404-657-9713.

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Typed or Printed Name

Signature

Date

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Employee ID (required)

Check Locator Number (Payroll Only)

**MARTA**