New York City Transit

Department of Corporate Communications – Employee Pass Office

Application for NYC Transit Pass with Railroad Commutation Option

1. Commutation Pass Option Requested (Check one)	
☐ **MTA Long Island Rail Road**	☐ **MTA Metro-North Railroad**

(TY - zaznacz jedna / check one)

2. Employee Information	
Name: *(TY WYPELNIASZ - imie i nazwisko)*	Pass # : *(TY)*
Title: Light Maintainer	BSC ID #: *(TY)*
Department: MOW - Infrastructure	Daytime Phone #: *(TY)*
Work Location: 2nd Ave and Houston St	

Union (check one):

✓ TWU Local 100, Hourly Unit

_____ TWU, Local 100, OA Clerical Unit

_____ ATU Local 1056

_____ UFLEO*

_____ SSSA

_____ Other (Full Name of Union): _____

_____ Doctor's Council*

_____ TSO Operating Unit & Coin Retriever Technician Unit*

_____ TSO Queens Unit*

_____ TSO Maintenance Supervisor Level II Unit

*Per Collective bargaining agreements, only valid for employees who live outside the 5 boroughs of New York City

Home Address (must be provided)	
Street: *(TY)*	
City: *(TY)*	
State: *(TY)*	Zip Code: *(TY)*

Please read Page 2 and sign where noted.

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3. Terms and Conditions of Use (Please read *thoroughly* and SIGN)

New York City Transit (NYCT) provides you with MTA rail commutation privileges pursuant to your union's Collective Bargaining Agreement. Possession of a commutation pass does not guarantee a seat. Commutation Passes are NOT valid for transportation on any other MTA service provider, nor are they valid for travel purposes other than your commute. Unauthorized use can result in a fine and/or discipline.

The NYC Transit Pass with the Commutation option is the exclusive property of the MTA; it must be displayed when requesting transportation and must be surrendered upon demand by an authorized representative of the designated railroad. **The Pass is neither a guarantee of transportation nor a guarantee of a seat. All Pass holders are required to surrender their seats if seats are unavailable for revenue-paying customers or at the request of uniformed Train Crew Personnel or an authorized MTA manager.** The Pass is provided to users for their exclusive use, must be in their possession and may be revoked at any time; it will be considered forfeited and will be confiscated by train crew personnel or any other authorized MTA representative if presented by another person or if any alteration is made on the Pass. Users are obligated to safeguard their Passes. Willful misuse will result in suspension and/or revocation of transportation privileges. Violation of this section may result in disciplinary action, including dismissal from service, and/or criminal prosecution pursuant to the appropriate state statutes. The Pass will be lawfully used and is **NOT** valid for transportation in connection with outside employment. User releases the MTA from any liability for injury, death or damages arising in connection with the use of this Pass. (For a copy of the requested agency pass privileges, the requestor shall contact the specific agency.) **Acceptance and use of this pass may be deemed a taxable event.**

I hereby affirm that the information provided in Section 2 of this application is complete and accurate and that I have thoroughly read and understand the Terms and Conditions of Use set forth herein.

Employee Signature: _____

(PODPISZ TUTAJ / SIGN HERE)

TO BE COMPLETED BY AUTHORIZED NYCT PERSONNEL	
Approved (check one)	Yes ( ) No ( )
Initials:	Date:

<u>This application can be mailed to:</u>

NYC Transit Pass Office,
180 Livingston Street, Room 5023,
Brooklyn, N.Y. 11201

This application can also be dropped off at the above address between the hours of 8:30 am - 4:00 pm, Monday through Friday.