



Department of Corporate Communications – Employee Pass Office
 Application for Permanent Railroad Commutation Pass-TWU Local 100

| 1. Commutation Pass Requested (Check one) | |
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| <input type="checkbox"/> MTA Long Island Rail Road | <input type="checkbox"/> MTA Metro-North Railroad |

| 2. Employee Information | |
|---------------------------------|--|
| Name: | Pass # : |
| Title: | BSC ID #: |
| Department: | Gender : M <input type="checkbox"/> F <input type="checkbox"/> |
| Daytime Phone #: | Regular Tour of Duty: |
| Work Location | |
| Home Address (must be provided) | |
| Street : | |
| City, State: | Zip Code: |

| 3. Terms and Conditions of Use (Please read <i>thoroughly</i> and sign) |
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| <p>New York City Transit (NYCT) provides you with MTA rail commutation privileges pursuant to the TWU Local 100 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.</p> <p>The Commutation Pass 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.</p> <p><i>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.</i></p> <p>Employee Signature: _____</p> |

Form can be mailed to: **New York City Transit, P.O. Box 24870, Brooklyn, NY, 11202-4870 or dropped off at the Pass Office, 180 Livingston Street, Room 5023, Brooklyn, N.Y. 11201 (8:30 am – 4:00 pm)**

| TO BE COMPLETED BY AUTHORIZED NYCT EMPLOYEE PASS OFFICE PERSONNEL | |
|---|--|
| Approved (check one) | Yes (<input type="checkbox"/>) No (<input type="checkbox"/>) |
| Signature: | Date: |