

**Applicant Information**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Employee # or Department: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional Passes (if applicable)**

*(\*must be adult family members living in the same household as the principal ProPass applicant)*

1) Name: \_\_\_\_\_ 2) Name: \_\_\_\_\_

**Payroll Deduction Information**

The monthly payroll deduction amount is dependent on the company’s Corporate Membership Rate (see below chart) at the time you register. This rate is subject to change each ProPass period (January 1, May 1, September 1) depending on the number of employees enrolled in the program at that time.

Payroll Administrator: Complete this section

Corporate Membership Rate: Bronze  Silver  Gold

Pay period start date: (dd/mm/yyyy): \_\_\_/\_\_\_/\_\_\_\_\_ For Pass Period: Jan  May  Sept

<i>ProPass Program</i>	<b>Corporate Membership</b>		
<i>Description</i>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
<i>Number of employees registered for ProPass</i>	<b>3-9</b>	<b>10-19</b>	<b>20 or more</b>
<i>Discount off of regular “Adult Monthly” transit pass</i>	<b>10%</b>	<b>12.5%</b>	<b>15%</b>
<i>Monthly Payroll Deduction*</i>	<b>\$63.00</b>	<b>\$61.25</b>	<b>\$59.50</b>

\* Monthly Payroll Deduction is based on a regular “Adult Monthly” transit pass (currently \$70.00) which is subject to change. Kelowna Regional Transit will provide written notification of rate increases for an “Adult Monthly” pass with at least 15 days notice prior to the next Pass Period (January 1<sup>st</sup>, May 1<sup>st</sup>, and September 1<sup>st</sup>).

**Employee Authorization**

I have read and understand the “Terms and Conditions” below from Kelowna Regional Transit

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

By signing, you agree to the following terms and conditions:

- I authorize (**company name**) to deduct the above agreed upon discounted rate of a Adult Monthly transit pass from the first pay period of each month starting on the date indicated above.
- I understand that payments are due every month for a minimum of 1 Pass Period (4 months). No refunds will be considered during this time.
- I understand that payroll deductions will continue indefinitely unless I formally withdraw from the program in writing at least 15 days prior to the next Pass Period. Pass Periods begin on January 1st, May 1st or September 1st.
- Rates are set by Kelowna Regional and are subject to change. Kelowna Regional Transit will give employers written notice of increases at least 15 days prior to the next pass period.
- The employer is responsible for all communication with employees, including rate increases.
- At the end of each tax year, (**company name**) will supply all participating employees with a record of all eligible payments made in that year. Application for the federal tax credit for public transit passes is the sole responsibility of each employee.
- Lost or stolen passes will be subject to a replacement fee and will be available through Kelowna Regional Transit.
- If I leave the employment of (**company name**) within the Pass Period, I acknowledge that any amount owing for that Pass Period will be deducted from your last pay cheque as permitted by law. This agreement will then be terminated.
- Participation in this program is subject to the terms and conditions established by Kelowna Regional Transit, outlined in the accompanying terms and Conditions document.
- There is an agreement between (**Company name**) and Kelowna Regional Transit for the ProPass program and this agreement may be terminated by either party given at least 15 days notice of the next Pass Period.
- Passes are non-transferable and not to be resold. Employees found to be in breach of this contract may be subject to penalties and/or prosecution.
- Amendments to this or any contracts between Kelowna Regional Transit, Employers and Employees will be made with at least 15 days written notice.