



## Bus Pass Request

Name: \_\_\_\_\_ Employee ID # (*required*): \_\_\_\_\_

Department: \_\_\_\_\_ Ext.: \_\_\_\_\_ RC: \_\_\_\_\_

Manager: \_\_\_\_\_

Effective Date of Card: \_\_\_\_\_

### **Bus Pass**

Bus Number/Zone Requested: \_\_\_\_\_

### **Please read this important information regarding the Bus Pass program:**

1. IRS regulations stipulate that a company may only subsidize mass transportation (bus passes) up to **\$315 per month**. Any amounts paid by the company in excess of these limits are imputed income that must be taxed.
2. Changes from a parking card to a bus pass or from a bus pass to a parking card will **only be processed every 90 days**. If you need to make a change, Facilities must be notified 10 days before the end of the month for the change to take affect for the following month.
3. **Metro** riders should not reload Q-cards with personal funds. Q-cards are the property of Kinder Morgan and can be requested to be returned at any time.
4. **Fort Bend Transit** riders will receive bus passes electronically.
5. **Woodlands** bus riders: Booklets will only be available from the 1st to the 10th of the month so please pick it up by that date. Bus riders are responsible for recording the serial number of each bus pass in the event it is lost or damaged. Kinder Morgan is not responsible for the value on the pass if it is lost and the serial number was not recorded.

I have read and understand the above stipulations.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

### **Facilities Management Use Only**

This assignment application constitutes:

Bus Zone: \_\_\_\_\_

Authorization: \_\_\_\_\_

Issued By: \_\_\_\_\_

Q-Card #: \_\_\_\_\_

Rev: 4/16/2024