

# Small Employer Pass Program (SEP)

## Metro Commute Services

### Mission

- > Build partnerships with businesses to increase mobility and reduce traffic congestion

### Program Criteria

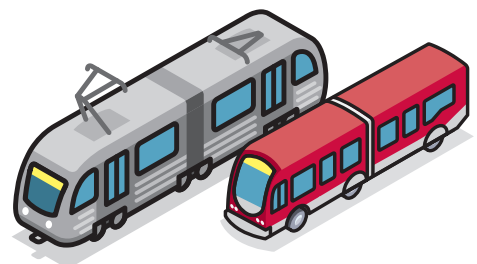
- > Business must be within LA County
- > Business must employ 249 employees or less
- > Minimum participation is 50% of total employees

### Employer Benefits

- > Annual cost of \$408/pass (\$34/monthly equivalent)
- > Photo ID pass exclusively for employers
- > Perfect addition to your company's benefits package to improve recruitment and retention, and to create a healthier environment
- > Qualifies as a Commuter Tax Benefit – IRS Code 132(f)
  - Tax free and pre-tax deductible
  - Payroll tax saving
  - Other potential corporate tax savings
- > Helps reduce parking demand and expense
- > Improves company's environmental sustainability

### Employee Benefits

- > Unlimited use on all Metro bus and rail, including Zone 1 (Express & Silver Line). (\$22 in additional monthly savings)
- > Save on payroll taxes through pre-tax payroll deduction
- > Reduce commuting costs – gasoline, maintenance, parking and insurance
- > Pass can be used for commuting and leisure activities, seven days a week
- > Reduce commuting stress and no monthly pass purchase required



# Metro Small Employer Pass Program (SEP)

<b>Goal</b>	Provide a reduced cost annual fare program option for small-to medium-sized businesses within LA County to increase business partnerships and transit ridership, while maintaining revenue neutrality for Metro.
<b>Objective</b>	Facilitate and maintain an Employer Annual Pass Program (EAPP) that is easy to administer, with a feasible pricing structure that aligns with Metro's fiscal calendar year.
<b>Eligibility</b>	<ul style="list-style-type: none"><li>&gt; Business must be within LA County</li><li>&gt; Business must employ 249 employees or less</li><li>&gt; Minimum participation is 50% of total employees</li><li>&gt; Default minimum participation for employers with less than 20 employees is 10</li></ul>
<b>Administration</b>	<b>Employers must do the following:</b> <ul style="list-style-type: none"><li>&gt; Complete and sign Employee Lists</li><li>&gt; Submit an Eligible Employee Acknowledgement form for each participant</li><li>&gt; Submit a current official payroll report</li><li>&gt; Submit copies of recent check stubs for those employees not listed on official payroll</li><li>&gt; Sign and date the Agreement</li><li>&gt; Submit a copy of signees driver's license</li><li>&gt; Submit payment</li><li>&gt; Submit employee photos (JPEG format, named as first and last name of employee)</li></ul>
<b>Payment &amp; Pricing Structure</b>	<ul style="list-style-type: none"><li>&gt; Annual price per pass: \$408 (\$34/monthly equivalent)</li><li>&gt; Prorated pricing available based on program start date</li><li>&gt; Non-refundable card fee per new participant: \$5</li><li>&gt; Annual Payment: Payment is due and payable upon execution of Agreement</li><li>&gt; Acceptable payments: Check, money order, cashier's check , ACH, EFT, credit card</li><li>&gt; Program is based on a fiscal calendar year: July-June</li></ul>
<b>Program Maintenance &amp; Information</b>	<ul style="list-style-type: none"><li>&gt; Flexibility to add, cancel and replace passes as necessary</li><li>&gt; Uninterrupted Service: Annual option to continue program participation available</li><li>&gt; Dedicated Customer Service team to manage orders and inquiries</li></ul>

## **For more information, contact:**

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Employer Annual Pass Programs  
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