



The Ohio State University (University) offers a COTA Bus Access Payroll Deduction Program (Program) for all employees. Under the Program, employees may elect to have unlimited monthly COTA bus access through a pre-tax payroll deduction taken from their pay each month.

TERMS AND CONDITIONS

Monthly Pre-Tax Payroll Deductions: Employees are responsible for starting and stopping this deduction via Employee Self Service. Once started, employees will have a deduction taken from their paycheck once a month until they cancel their enrollment in the Program. If an employee is paid biweekly, the deduction will only be taken from the second paycheck of the month. Payments for COTA bus access are made in advance, i.e., the pre-tax deduction that is taken one month provides COTA bus access for the following calendar month. For example, if a COTA Bus Access deduction comes out of an employee’s May paycheck, that employee is eligible to ride the bus for the month of June. The amount of each deduction will be determined by the cost of the COTA bus pass as then determined by COTA.

BuckID Required: No transit passes will be provided. Access to the bus will be via the employee’s BuckID effective as of the first of the month immediately following the payroll deduction. Employees are required to get a new BuckID, which can be obtained at the BuckID office at the Ohio Union. Employees should bring their current BuckIDs with them.

Enrollment/Cancelation: Eligible faculty and staff members can start and stop their COTA Bus Access payroll deduction via Employee Self Service in accordance with the enrollment and cancelation deadlines provided below.

Starting the COTA Bus Access Deduction

The COTA Bus Access deduction must be started by the deadline in the month prior to when the employee wishes to ride COTA using his/her BuckID.

Pay Frequency	Enrollment Deadline	Bus Access Eligibility
Biweekly	7 th of the month	Begins on the 1 st of the following month
Monthly	15 th of the month	Begins on the 1 st of the following month

Stopping the COTA Bus Access Deduction

The COTA Bus Access deduction must be stopped by the deadline in the month prior to when the employee no longer wishes to ride COTA using his/her BuckID. If a person’s employment with the University terminates, that person is still responsible for stopping his/her COTA Bus Access payroll deduction by the deadlines provided below. Failure to stop the deduction by the deadline will generate a payroll deduction that month, and no adjustments will be made to return the funds to the employee.

Pay Frequency	Cancelation Deadline	Bus Access Eligibility
Biweekly	7 th of the month	Terminates at the end of the month
Monthly	15 th of the month	Terminates at the end of the month

No Refunds: Tax laws do not permit any refund of the pre-tax COTA Bus Access payroll deduction once deducted.

Miscellaneous: These Terms and Conditions are subject to change in order to comply with applicable laws and University policies and procedures.