

CLACKAMAS COUNTY MONTHLY TRANSIT PASS AND TICKETS PAYROLL DEDUCTION CANCELLATION FORM

If you wish to cancel your participation in the Transit Assistance Program, please complete the form below and return it to HR by the deadline on the chart. **We need notification up to 4 weeks ahead of time to process your changes.** This allows for payroll processing time and Tri-Met billing dates.

Pass:

Once your monthly pass expires, please return your hop card to attention Benefits and Wellness in the Human Resources department (Suite 310 of the PSB building)

Tickets:

You may continue to use the Hop Card until the entire balance has been used. After the card is empty, it should be returned to Benefits and Wellness in the Human Resources department (Suite 310 of the PSB building) unless your intent is to reinstate your participation in the program at that time.

Please cancel my transit pass/tickets payroll deduction.

The last pass or book(s) of tickets I want to receive is for the month of _____.

I request that Payroll cancel my payroll deduction for the Tri-Met monthly transit pass or book(s) of tickets.

Date _____

Print Name _____

Signature _____ Employee # _____

Department _____ Work Phone _____

Deadline for cancellation	Change will affect this transit pass/tickets
1 st Thursday of the month	Pass/tickets cancelled the first day of the month. It takes this long because of payroll cycles.
Example: December 4, 2025	January 1, 2026

Return form to HR-Benefits: Benefits@clackamas.us
Benefit Line Questions: [503-655-8550](tel:503-655-8550)