

Please make sure to read the details below in its entirety, this form is only for MGB Residents interested in signing up for a July onward MBTA pass.

MBTA Pass Information:

MGB Residents are eligible for a subsidized MBTA Public Transit pass, also known as “T-passes”. These passes are offered monthly at a subsidized rate of 50%.

Link* pass (most popular for those living in the Boston Area) allows travel on the subway (Red, Orange, Blue, and Green lines) as well as the local bus. The subsidized cost is \$45.00 a month payroll deducted pre-tax.

Commuter Rail/Zone** pass allows travel to the outer suburbs. Each Commuter Rail/Zone pass (Zones 1A through Zone 10) allows you to commute further in/out of Boston. The subsidized rate for these passes ranges from \$45.00 to \$213.00 per month payroll deducted pre/post tax depending on which Zone you plan on commuting from. To determine what Zone pass you need please visit the MBTA’s website [here](#), and enter your home stop and your destination.

Things to Keep in Mind

- Residents who choose to sign up for an MBTA pass only need to do so once, PeopleSoft keeps you automatically enrolled each month. See the “How to Sign Up” instructions below.
- Residents receive their MBTA pass directly from the Mass General Brigham Corporate Office in Somerville. Residents whose passes are lost/damaged must stop by our office in Somerville to get a replacement. We suggest reaching out to PHSCCommuterServices@Partners.org to have the pass prepared ahead of time.

**Charlie Card Link passes automatically renew each month, meaning you reuse the same pass each benefit month.*

***Charlie Card Commuter Rail/Zone passes DO NOT renew each month; you will need to pick one up from your department timekeeper/manager each month.*

How to Sign Up:

Please complete and e-mail the attached form to PHSCCommuterServices@Partners.org by Thursday, June 9th.

We will be mailing your T-pass to your home residence, please make sure to include your home address in the e-mail when you send us this form.

Please note, filling out this form signs you up for a reoccurring MBTA pass, if you choose **not** to keep your pass for August onward you are responsible for going into PeopleSoft and canceling before the deadline (second Thursday of July, which is the 14th)

Frequently Asked Questions

1. My Charlie Card Link pass is damaged; can it be replaced?

Yes, please contact PHSCCommuterServices@Partners.org for a replacement. You must turn in your damaged card when you come to our office. Damaged cards are replaced free of charge. Please do your best to keep your MBTA pass away from credit cards/cell phones as these items will demagnetize your card. Please remember your MBTA pass comes directly from the Partners Corporate office in Somerville, which is where you must go to replace it.

2. I lost my Charlie Card Link; can it be replaced?

Yes, Charlie Card Link passes are linked to individual employees and can be replaced if lost or stolen for replacement fee of \$10.00. Please contact PHSCCommuterServices@Partners.org. Please remember, your MBTA pass comes directly from the Partners Corporate office in Somerville, which is where you must go to replace it.

3. What is the deadline for signing up/canceling an MBTA pass?

The deadline to sign up/cancel an MBTA pass is always the second Thursday of the previous month for the next month. *For example*, if you would like to sign up or cancel a pass for August 2022, you would do so in PeopleSoft before end of day Thursday, July 14th.

Employee Name: _____		
Last	First	Middle Int.
Employee ID # (If unknown put N/A) _____ Partners Username: (If unknown put N/A) _____		
Department: _____ Best contact e-mail address: _____		

MBTA Pass Selection:

___ Charlie Link Pass (Bus and Subway) \$45.00

___ Commuter Rail/Zone Pass (please specify which zone)

We will be mailing your T-pass to your home residence, please make sure to include your home address in the e-mail when you send us this form.