



# MARTA Authorization Form

Please complete and submit to the Auxiliary and Support Services Office with your PantherCard. This form is for use by employees who have enrolled in the Pre-Tax Payroll Deduction Program for discounted MARTA passes through the Human Resources Office at Georgia State University, to allow those employees to authorize someone other than themselves to pick-up their monthly passes.

Effective date(s) for Authorization.	Printed Name of Individual given authorization to pick-up MARTA card for specified employee
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby authorize the above named individual to pick-up the discounted MARTA pass on my behalf from Auxiliary and Support Services. I understand that it is my responsibility to contact Auxiliary and Support Services in writing with any changes to this dated authorization and that I will accept responsibility for receipt of the transportation pass by another individual other than myself. I further acknowledge that the Auxiliary and Support Services Office will require proof of the authorized individual's identification and will have the authorized individual sign for the transportation pass. It is the responsibility of the authorizing individual to notify any authorized individual(s) should the MARTA card not be needed for any given month.

Printed Name of Georgia State University Employee \_\_\_\_\_

Signature of Georgia State University Employee \_\_\_\_\_

Employee's Department \_\_\_\_\_

Employee's Telephone Number \_\_\_\_\_

Employee's E-mail Address \_\_\_\_\_

Date Authorization Signed \_\_\_\_\_

Most recently submitted MARTA authorization form supersedes all prior authorization forms.