



Ben Franklin Transit Vanpool

Participant Withdrawal & Transfer Form

A (15) FIFTEEN-DAY ADVANCE NOTICE OF WITHDRAWAL AND OR TRANSFER MUST BE PROVIDED TO YOUR BOOKKEEPER AND BFT RIDESHARE PROGRAM COORDINATOR

WITHDRAWAL

There are two steps to complete your withdrawal from vanpool. The following steps must be completed by the **15th of the month, or you'll be responsible for the upcoming month's fare:**

1. Notification provided to the Vanpool Department/Rideshare Program Coordinator(s).
2. Complete and submit this form via email at vanpool@bft.org or by dropping it off at the vanpool drop box located at the front of the administration building.
3. Notify your bookkeeper/reporter of your intent to withdrawal from the group. A copy of the withdrawal form must be given to the bookkeeper/reporter.

Until both steps are completed, your vanpool agreement will remain in effect along with the responsibility of all upcoming month's fare.

TRANSFER

Transfers to a different BFT Vanpool route/group must be submitted prior to the beginning of the next month. The Rideshare Program Coordinator/Management must provide authorization to any Vanpool participant(s) seeking to transfer to another route/group after the 1st of the month. The following steps must be completed by the **15th of the month:**

1. Notification provided to the Vanpool Department/Rideshare Program Coordinator
(All transfers must be approved)
2. Complete and submit this form via email at vanpool@bft.org, or by dropping it off at the Vanpool drop box located at the front of the BFT's Administration building.
3. Notify your bookkeeper/reporter of your intent to transfer from the group. A copy of the transfer form must be given to the bookkeeper/reporter.

In order for your monthly statement to reflect the fare of the group you are joining in the upcoming month; your transfer form must be submitted by the 15th of the month.

Thank you for choosing Ben Franklin Transit for your commute!

Vanpool Participant Withdrawal & Transfer Form

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_____ Withdrawal _____ Transfer

Today's Date: _____ Notification Date: _____

Transfer Date: _____ Last day riding route/van: _____

Name: _____ Commuter ID # _____
(PRINT NAME)

Email: _____ Phone: _____

I am withdrawing from Vanpool Route number: _____ Van# _____

Name of your group's Primary Driver or Bookkeeper: _____

*****Mid-month transfers must be approved by the Rideshare Program Coordinator/Manager*****

I will be joining Vanpool Route Number: _____ Van # _____

My first day on the Van # _____ will be on: _____

Name of the group's Primary Driver or Bookkeeper: _____

Reason for the withdrawal or transfer:

- Shift Change
- Retiring
- Unresolved Vanpool Issues
- Transferring to BFT Vanpool Group # _____
- Other

If other, please explain: _____

*Withdrawal/Transfer form given to bookkeeper on: _____

*BFT Vanpool Department notified on: _____

*Print Name: _____

*Signature: _____ Date: _____

Please submit the withdrawal/transfer form to: vanpool@bft.org. All forms must be submitted no later than the 15th of the month.

BFT RPC Initials: _____ Date: _____