



Ben Franklin Transit Rideshare & 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.

TRANSEERS

Transfers to a different BFT Vanpool route/group must be submitted prior to the beginning of 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!

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Withdrawal _____

Transfer _____

Withdrawal Date: _____ Transfer Date: _____ Last Day Riding: _____

Name: _____ Current Role: Rider _____ Driver _____

Email: _____ Phone Number: _____

Full Name of Employer: _____ Employer Subsidy: Yes _____ No _____

Current Vanpool Route Number: _____ Current Van Number: _____

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

*****Prior to eligibility of transfer to new route, current account balance must be paid in full*****

I'll be joining Vanpool Route Number: _____ Van Number: _____ My first day riding: _____

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

Reason for the withdrawal or transfer:

Shift Change _____ Retiring _____ Unresolved Vanpool Issues _____ Other _____

If other, please explain: _____

*Withdrawal/Transfer form was given to current bookkeeper/reporter on this date: _____

*BFT Rideshare & Vanpool was given notification on this date: _____

*Print Legal Name: _____

*Signature: _____ Today's Date: _____

Please note that the withdrawal/transfer form must be submitted to vanpool@bft.org. The deadline for submission is the 15th of the current month. This ensures that any changes can be reflected in next month's fare.***FOR OFFICE USE ONLY***

BK/Reporter: Y or N Name of Replacement: _____ Route Contact Updated: _____

Main Driver: Y or N Name of Replacement: _____ Route Roster Updated: _____

WEX Deactivated: _____ Removed Envision: _____ Van Key Returned: _____

Prorated: Y or N Current Account Balance:\$ _____ RidePro Account Status Updated: _____

BFT RPC Signature: _____ Date: _____