



# Ben Franklin Transit Rideshare & Vanpool

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## Participant Withdrawal & Transfer Form

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**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 **15<sup>th</sup> 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](mailto: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 1<sup>st</sup> of the month.

**The following steps must be completed by the 15<sup>th</sup> 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](mailto: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 15<sup>th</sup> of the month.**

Thank you for choosing Ben Franklin Transit for your commute!

# 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 _____	Transfer _____
Today's Date: _____	Notification Date: _____
Transfer Date: _____	Last day riding in van: _____
Name: _____	Rider or Driver: _____
Email: _____	Phone Number: _____
Employer Name: _____	Subsidy: _____ Yes _____ No

(Full Name of Employer)

I am withdrawing from Vanpool Route Number: \_\_\_\_\_ Van Number: \_\_\_\_\_

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 Number: \_\_\_\_\_

My first day on the van will be: \_\_\_\_\_

Name of the group's Primary Driver or Bookkeeper: \_\_\_\_\_

Reason for the withdrawal or transfer:

\_\_\_\_\_ Shift Change \_\_\_\_\_ Retiring \_\_\_\_\_ Transferring \_\_\_\_\_ Unresolved Vanpool Issues \_\_\_\_\_ Other

If other, please explain: \_\_\_\_\_

\*Withdrawal/Transfer form given to bookkeeper on this date: \_\_\_\_\_

\*BFT Vanpool Department notified on this date: \_\_\_\_\_

\*Print Name: \_\_\_\_\_

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that the withdrawal/transfer form must be submitted to [vanpool@bft.org](mailto: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.**

This Section is for Office Use Only

Driver: \_\_\_\_\_ BK: \_\_\_\_\_ WEX: \_\_\_\_\_ Envision: \_\_\_\_\_ Prorated: \_\_\_\_\_

BFT RPC Signature: \_\_\_\_\_ Date: \_\_\_\_\_