



RIDESHARE PARTICIPANT WITHDRAWAL & TRANSFER FORM

WITHDRAWAL PROCESS:

- **Withdrawals submitted from the 1st to the 15th of the month**
 - Riders are responsible for the current month's fare
- **Withdrawals submitted from the 16th to the 31st day of the month**
 - Riders are responsible for half of the upcoming month's individual fare

There are three steps to complete your withdrawal from Rideshare. **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 must be provided to the Rideshare Department/Rideshare Program Coordinator(s) by the 15th of the month.
2. Complete the following form and submit it via email to rideshare@bft.org or by placing it in the Rideshare drop box located at the front of the BFT Administration Building.
3. Notify your bookkeeper/reporter of your intent to withdraw from the group. A copy of the withdrawal form must be given to the bookkeeper/reporter.

Until these steps have been completed, your rideshare agreement will remain in effect, along with the responsibility of all upcoming months' fares.

TRANSFER PROCESS:

- **Transfers submitted from the 1st to the 15th of the month**
 - Riders are responsible for the current month's fare, and account balances must be paid in full before your transfer is approved. Riders will be added to the new route roster on the 1st day of the upcoming month.
- **Transfers submitted from the 16th to the 31st day of the month**
 - Riders will remain on their current route's roster for the upcoming month and will be responsible for that route's upcoming month's individual fare. **With prior approval from BFT, riders may physically ride in the new group's van as a temporary rider until they are officially listed on that route.**
 - Riders will be transferred to the new route's roster at the beginning of the following month. For example, a transfer submitted on May 20 will be listed on the new route's roster on July 1.

There are three steps to complete your transfer from one group to another:

1. Notification must be provided to the Rideshare Department; **all transfers must be approved.**
2. Complete the following form and submit it via email to rideshare@bft.org or by placing it in the Rideshare drop box located at the front of the BFT Administration Building.
3. Notify your current bookkeeper/reporter of your intent to transfer from the group. A copy of the transfer form must be given to the bookkeeper/reporter.

Thank you for choosing Ben Franklin Transit for your commute!

Rideshare Participant Withdrawal & Transfer Form

A notice of withdrawal and/or transfer must be provided to your bookkeeper and BFT Rideshare Program coordinator.

Commuter ID: _____ Check one: 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 Rideshare Route Number: _____ Current Van Number: _____

Name of current group's primary driver or bookkeeper: _____

To be eligible to transfer to a new route, the current account balance must be paid in full.

I'll be joining Rideshare 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 Rideshare Issues Other

If Other, please explain: _____

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

*BFT Rideshare was given notification on this date: _____

*Print Legal Name: _____

*Signature: _____ Today's Date: _____

Please note that the withdrawal/transfer form must be submitted to rideshare@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: _____