

Torres Rojas, Genara

FOI # 14624

From: Saturday, February 01, 2014 3:28 AM
Sent: Duffy, Daniel
To: Torres Rojas, Genara; Van Duyne, Sheree
Cc: Freedom of Information Online Request Form
Subject:

Information:

First Name: James
Last Name: Sage
Company: xxxxxxxxxxxxxxxxxxxxxxxxx
Mailing Address 1:
Mailing Address 2:
City:
State:
Zip Code:
Email Address:
Phone:
Required copies of the records: Yes

List of specific record(s):
I am requesting a copy of an original EmployeeRetiree EZ Pass Enrollment Form. This form was filled out when Orange Transponders were initially issued to active and retired PA employees, replacing paper commutation and personal passes. Employee 26285

THE PORT AUTHORITY OF NY & NJ

FOI Administrator

February 12, 2014

Mr. James Sage

Re: Freedom of Information Reference No. 14624

Dear Mr. Sage:

This is in response to your February 1, 2014 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy attached) for "a copy of an original Employee Retiree EZ Pass Enrollment Form. This form was filled out when Orange Transponders were initially issued to active and retired PA employees, replacing paper commutation and personal passes".

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/14624-O.pdf>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Daniel D. Duffy
FOI Administrator

Attachment

225 Park Avenue South, 17th Floor
New York, NY 10003
T: 212 435 3642
F: 212 435 7555

Port Authority Employee/Retiree Addendum to E-ZPassSM Customer Agreement Terms and Conditions

- Upon request via an *Employee/Retiree E-ZPass* Enrollment Form, an *Employee/Retiree E-ZPass* account ("*Employee E-ZPass account*") will be opened for the employee/retiree ("employee"), who will receive one orange non-revenue tag.
- There is no deposit required for this tag.
- The tag is issued for the employee's personal or commutation use in accordance with AP 40-1.01, Port Authority E-ZPass Programs at Tunnel and Bridge Crossings. It provides for free passage at Port Authority tunnel and bridge crossings when the employee is in the vehicle.
- Employees who choose to fund the *Employee E-ZPass* account with a prepaid toll balance for their own personal use at non-Port Authority crossings:
 - authorize E-ZPass to debit their account for such use
 - authorize E-ZPass to deduct any applicable administrative fees incurred pursuant to this Agreement from prepaid toll balance
 - must obey all laws and regulations at all E-ZPass toll plazas
 - must maintain a sufficient prepaid toll balance
- Whether or not you choose to fund the account, all *Employee E-ZPass* Enrollment Forms must be sent to the New York Customer Service Center at Staten Island by mail. If you fund the account, initial payment can be made using credit card, check, money order or cashier's check. Subsequent replenishments can be made using cash, if necessary, or by other means, at a NY Customer Service Center.
- In addition to the provisions of AP 40-1.01, the account is subject to all the rules and regulations established by the E-ZPass Customer Agreement. If an *Employee E-ZPass* account is deemed invalid due to speeding violations, insufficient funds, or other reasons, the account will be invalid everywhere and the free passage feature at Port Authority crossings will be suspended until the *Employee E-ZPass* account is reinstated.
- Employees should be prepared to show Port Authority identification at Port Authority toll plazas upon request.
- Non-revenue trips on Port Authority *Employee E-ZPass* account are subject to audit.
- Upon separation (other than retirement) from Port Authority service, the *Employee E-ZPass* account will be deactivated and tag must be returned to Customer Service Center.
- Inquiries and correspondence, payments, tag returns, or violation inquiries regarding *Employee E-ZPass* account can be sent to:

E-ZPass Customer Service Center
Port Authority Employee E-ZPass
P.O. Box 149006
Staten Island, NY 10314-9006

How to Sign Up for Employee/Retiree E-ZPassSM:

Complete the enclosed **Employee/Retiree E-ZPass Enrollment Form** and mail it in the pre-addressed envelope. The home mailing address you include on the enrollment form must match the home address on file in the Port Authority's PeopleSoft system; otherwise the application will be rejected and returned to you. Contact your administrator to update your home address on PeopleSoft.

By submitting the Enrollment Form, you will have a special **Employee/Retiree E-ZPass** account established for your personal use, and you agree to comply with all regulations as detailed in the "E-ZPass Customer Agreement Terms and Conditions" and Port Authority Employee/Retiree Addendum," (see attached).

You may Fund the Account for your Personal Use at Non-PA Toll Plazas, or Not Fund the Account and Use it Exclusively at PA Crossings:

- ✓ On the Enrollment Form, you have an option to fund the account with a prepaid toll balance for your personal use at other agencies' toll plazas, in addition to your non-revenue use at PA crossings (Holland and Lincoln tunnels, George Washington, Bayonne and Goethals bridges and Outerbridge Crossing). To fund the account, fill out the entire Enrollment Form, including the purple section, and sign the Customer Agreement.
- ✓ If you do not fund the **Employee/Retiree E-ZPass** account, you will only be able to use the tag at PA crossings. The tag is not valid at other agencies' toll facilities unless it is funded with a prepaid toll balance. Remember, use of an unfunded tag at other agencies' toll facilities will result in the issuance of violations, administrative fees, and/or confiscation of the tag by toll plaza personnel. If you choose not to fund the Employee E-ZPass account, please fill out the black sections of the Enrollment Form only and sign the Customer Agreement. Make sure the tag is in the silver bag to prevent it from reading.
- ✓ If your vehicle is not a Class 1 (typically an automobile, SUV or van) with two axles and single rear wheels, you may not use the tag at any non-Port Authority crossings.

Please remember that the use of this tag for free passage at PA crossings is restricted to active and retired PA employees and can be used only if the employee is in the vehicle traveling through PA crossings. The tag is not transferable to other individuals. Random checks may be conducted at PA crossings to confirm that the employee is in the vehicle. Mis-use of the tag may result in discipline and loss of benefit

For assistance, you may call the Tunnels, Bridges and Terminals' Regional E-ZPass Program Unit at 1-800-221-9903 and leave a message. Staff will return your call within two business days.