

EMPLOYEE/RETIREE NON-REVENUE E-ZPASS® TAG APPLICATION/CHANGE NOTICE

New York State Thruway Authority

FOR THRUWAY USE ONLY

E-ZPass Account No.

E-ZPass Tag No.

Date Issued

INSTRUCTIONS:

- *Employee/Retiree:* Complete Sections I - V. If requesting limit changes, submit to Supervisor for approval. If not requesting limit changes, submit to E-ZPass Operations, 2nd Fl. No., HQ. If you need assistance, contact E-ZPass Operations at (518) 471-5848.
- *Supervisor:* Review/approve limit changes. Complete approval in Section V and submit to E-ZPass Operations, 2nd Fl. No., HQ.

Section I Personal Information

Name (Last [include Jr., Sr., etc.], First, MI)			Employee ID No.
Local Address	City	State	Zip Code
Permanent Address (if different than above)			Zip Code
Home/Cell Phone () -	Work Phone () -	Employee Work Station (e.g., Adm. HQ, NY Div. Interchange 50 etc.)	

CHECK ONE: **EMPLOYEE** **RETIREE**

Section II Type of Application/Change Notice

REPLACEMENT - Submit appropriate fee (payable to the "New York State Thruway Authority") with this Application to E-ZPass Operations (except for "Non-Operational"). Tag must be returned with this Application for "Damaged/Defaced" or "Non-Operational".

Lost Stolen Damaged/Defaced Non-Operational (No fee required)

CHANGE - Requires Employee/Retiree signature only (excluding limit changes). Tag must be returned with Application to E-ZPass Operations for "Found Lost Tag" and "Close Account".

Address Change - Provide new address above Found Lost Tag Close Account
 Name Change - Enter previous name _____ Vehicle Change - Specify vehicle information below

All limit changes require Supervisor and Division Administrative Officer/Bureau of Personnel approval.

Limited to Unlimited Unlimited to Limited* Limited Employee*
 Unlimited Employee to Unlimited Retiree Unlimited Employee * Provide Toll Station limits below

Section III Toll Station Limits

Enter toll station and/or fixed toll barrier number(s) used when commuting to and from work. Refer to LIST OF TOLL STATION NUMBERS AND ABBREVIATIONS (TA-N12302) found on the Intranet Forms page and enter the toll station numbers.

Ticket System Toll Station Numbers: From _____ To _____ Fixed Toll Barrier Number(s): _____

Section IV Updated Vehicle Identification Data

State	License Plate Number	Vehicle Description			Type of Update
		Year	Make	Model	
					<input type="checkbox"/> Add <input type="checkbox"/> Delete
					<input type="checkbox"/> Add <input type="checkbox"/> Delete
					<input type="checkbox"/> Add <input type="checkbox"/> Delete

Section V Employee/Retiree Certification

My completion of this Application and signature below constitute my agreement to use E-ZPass subject to all applicable terms and conditions. I have read, understand and accept the terms and conditions accompanying this Application and set forth herein, all of which are part of my Agreement.

_____ Employee/Retiree Signature		_____ Date
A P P R O V A L	Supervisor Signature	Print Name and Title
Division Administrative Officer/Bureau of Personnel must review and approve as indicated above.		
	_____ Effective Date	_____ Signature (Division/Personnel Representative)
		_____ Date

For E-ZPass Operations Use Only

Date Received _____	Date Checked _____	Date Sent to Service Center _____	Date Updated _____
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EMPLOYEE/RETIREE NON-REVENUE E-ZPASS[®] AGREEMENT TERMS AND CONDITIONS

These terms and conditions, together with your fully approved EMPLOYEE/RETIREE NON-REVENUE E-ZPASS TAG APPLICATION/CHANGE NOTICE (TA-N5075) ("Application"), constitute your Employee/Retiree Non-Revenue E-ZPass Agreement ("Agreement"). Please read these terms and conditions and keep them for your records. When you open your Employee/Retiree Non-Revenue E-ZPass Account ("Account") and use your E-ZPass Tag ("Tag"), you agree as follows:

TAG PRIVILEGE

LIMITED TAG - Allows free travel on the Thruway for an employee commuting to and from work between the Toll Stations nearest the employee's residence and his/her New York State Thruway Authority ("Authority") work station.

UNLIMITED TAG - Allows free unlimited travel on the Thruway for personal reasons as well as for travel to and from work for eligible Authority employees and retirees who have completed qualifying years of satisfactory service in a permanent position.

GENERAL

1. Failure to comply with this Agreement may result in termination of your Account. Violation of any of the conditions noted below may result in revocation of the Tag privilege, loss of the non-revenue travel benefit and/or disciplinary action.
2. You may not assign the obligations or benefits of this Agreement.
3. You must approach and pass through "E-ZPass Only" lanes at the posted speed limit. Failure to obey the posted speed limit may result in suspension or revocation of your Account.
4. You must stop in staffed lanes and proceed only when the traffic signal shows green or as you are otherwise instructed by toll plaza personnel.
5. You must comply with all applicable traffic laws, regulations, signs, signals, and directions of toll collectors and law enforcement officers.

TAG USE

1. Only one valid Tag is allowed per employee/retiree.
2. A Tag is valid only for the employee/retiree to whom it is issued and may not be used by any other member of the employee/retiree's family or by any other individual unless the employee/retiree is an occupant of the vehicle.
3. A Tag is not valid for any vehicle that is transporting people for hire or is being used for any other business purpose.
4. A Tag is valid for use on any qualifying vehicle in which the employee/retiree is an occupant.
5. When used in 2 axle vehicles (cars, vans and pickup trucks) or motorcycles, employee/retiree Tags may be used in either "E-ZPass Only" (unstaffed) or staffed toll lanes. When used in vehicles or vehicle combinations (towing trailers or campers) with 3 or more axles, employee/retiree Tags must be used in staffed lanes.
6. A limited Tag is valid only during the period of employment with the Authority and is required to be returned if the employee: (a) terminates such service, (b) goes on leave with or without pay in excess of 60 days or (c) is no longer eligible for the same privilege limits because of a change in residence or work location.
7. The unlimited employee Tag is valid only during the period of employment with the Authority and is required to be returned if the employee: (a) terminates such service or (b) goes on leave without pay to accept other gainful employment.
8. The unlimited retiree Tag is valid for the life of the eligible retiree.
9. An employee's receipt of an unsatisfactory performance will result in revocation of an employee's unlimited Tag privilege.
10. This Agreement does NOT provide non-revenue travel on other tolling facilities offering E-ZPass. If you wish to use your Tag on other tolling facilities offering E-ZPass, you must complete and submit an E-ZPASS APPLICATION FOR EMPLOYEE/RETIREE REVENUE PLAN (TA-N5079) to: E-ZPass, P.O. Box 15187, Albany, NY 12212-5187.

VIOLATIONS

1. If you use the Tag when your Account is suspended or revoked, after the Tag has been reported lost or stolen or on any tolling facility other than the Thruway System with a revenue plan without sufficient funds, you may incur an administrative fee of up to \$50.00 and/or be asked to surrender the Tag to the Authority via certified mail or to toll plaza personnel.
2. If you use the Tag in a vehicle other than one of the classes for which the Tag is designated, you may incur administrative fees of up to \$50.00 and/or be asked to surrender the Tag to the Authority via certified mail or to toll plaza personnel. Such continued misuse may result in revocation of your Account.
3. If you attempt to use a Tag without properly attaching it to your vehicle, you may incur an administrative fee of up to \$50.00.

LOST/STOLEN, DAMAGED/DEFACED OR NON-OPERATIONAL TAG

You will not be liable for unauthorized Tag use that occurs after you notify E-ZPass Operations, orally or in writing, of loss, theft or possible unauthorized use. However, for a lost, stolen, damaged or defaced Tag, you will be charged \$16.00 for an interior Tag and \$22.00 for an exterior Tag. If the Tag is non-operational for reasons other than abuse or improper use, and the Tag is returned to E-ZPass Operations, it will be replaced at no charge.

EMPLOYEE/RETIREE NON-REVENUE E-ZPASS[®] AGREEMENT TERMS AND CONDITIONS

DISCLAIMER

You acknowledge that the Authority has not made, and expressly disclaims any representation or warranty, express or implied, relating to the Tag including, without limitation, any implied or express warranty of merchantability, fitness for a particular purpose or conformity to models or samples. You agree that the Authority will have no obligation or liability whatsoever to you with respect to your use of or the performance of the Tag. You agree to indemnify and hold harmless the Authority from and against all damage, loss, cost, expense or liability relating to, arising from, or as a result of, the use or performance of the Tag.

TERMINATION

An employee may terminate this Agreement by returning the Tag to his/her supervisor or E-ZPass Operations. A retiree may terminate this Agreement by returning the Tag along with a letter to E-ZPass Operations. All Tags remain the property of the Authority.

COLLECTION OF EXPENSES

You agree to pay all costs, including attorneys' fees, incurred by the Authority to collect any monies due under the terms of this Agreement.

MODIFICATIONS

The Authority may change the terms of this Agreement at any time by advance written notice. Such modified terms shall take effect on the date specified therein. The invalidity of any term or terms of this Agreement shall not effect any other term of this Agreement, which shall remain in full force and effect.

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

CHANGES

You agree to submit an Application whenever there is a change in:

- Type of Tag (limited, unlimited, unlimited-retiree);
- Local or permanent address;
- Name;
- Vehicle(s) information;
- Commuting limits;
- Employee service status (separation of service); or
- Tag status (found lost/stolen Tag).

All Applications require employee/retiree signature. Additional approval(s) and signature(s) may also be required as indicated on the Application.

A retiree may call E-ZPass Operations at (518) 471-5848 to report the above types of status changes but should confirm the status change in writing. Be sure to include your Account number on your correspondence. The mailing address is:

Office of E-ZPass Operations
New York State Thruway Authority
P.O. Box 189
Albany, NY 12201-0189

NON-DISCLOSURE

The Authority respects the privacy of all Account holders. Account information will not be disclosed to third parties without your consent except as permissible by law and the policies of the Authority.

SCHEDULE OF ADMINISTRATIVE FEES

Cost of Tag if lost, stolen, damaged or defaced: Interior: \$16.00
Exterior: \$22.00

Tag misuse/violation administrative fees: Up to \$50.00

The Authority reserves the right to assess additional fees.