



## Rider Job Change Checklist

MyCityRides exists to help those who are helping themselves make reliable transportation affordable and ownership possible. We want to know how your career is progressing, and help facilitate any necessary changes in your payroll deduction or rewards program tracking.

If you change jobs while in the MyCityRides Program complete the following steps:



### **Leaving a job –**

Call or email MyCityRides to update your employment status and confirm payment options within 48 hours of the transition. If you are paying for your scooter through payroll deduction we will need to arrange an ACH payment for you prior to your next payment.



### **Transitioning to a new job –**

Update MyCityRides with your new company, title and location of employment so we can keep your rewards points for riding to work up-to-date.



### **Connecting your employer with MyCityRides –**

If you would like your employer to consider partnering with MyCityRides please direct them to our website [www.mycityrides.org](http://www.mycityrides.org) or discuss the program with a manager and provide their contact information to MyCityRides for follow-up. We can't guarantee that we'll be able to secure a partnership but we are always willing to reach out.



### **Contacting MyCityRides:**

For employment updates or billing changes contact:

Flyer Business Office Manager, Casey Taylor at [casey@mycityrides.org](mailto:casey@mycityrides.org) or 901-443-5160

For employer partnership follow up calls contact:

Lead Flyer, Andy Nix at [andy@mycityrides.org](mailto:andy@mycityrides.org) or 901-443-5160