

Order Form

- Are you a new customer? Yes No
- New mailing or email address provided? Yes No
- Returning customers, please provide your customer number : _____

Order Frequency: How frequently do you plan to order:
 Monthly Quarterly Semi-Annually Annually

COMPANY INFORMATION: Please fill out completely. Your order cannot be processed unless all information is provided.

*Company Name	Date
*Contact Name/Title	
*Address (We do not deliver to P.O. Boxes or Box Zip Codes)	*Suite/Floor/Room
*City	*State *Zip
*Phone	*Fax
*Email (Important: To receive order and shipping confirmation)	

SHIPPING ADDRESS IF DIFFERENT:
 Check if any information on your account has changed

Name	Company Name	
Address (We do not deliver to P.O. Boxes or Box Zip Codes)		Suite/Floor/Room
City	State	Zip
Phone	Fax	
Email (Important: To receive order and shipping confirmation)		

PRODUCT SELECTION CHART

TransitChek Prepaid Visa® Card (Not Returnable/Refundable)			
Denominations	Quantity	Cost/Item	Total Cost
\$30		x \$30 =	\$
\$35		x \$35 =	\$
\$45		x \$45 =	\$
\$50		x \$50 =	\$
\$55		x \$55 =	\$
\$60		x \$60 =	\$
\$65		x \$65 =	\$
\$70		x \$70 =	\$
\$80		x \$80 =	\$
\$89		x \$89 =	\$
\$100		x \$100 =	\$
\$104		x \$104 =	\$
\$110		x \$110 =	\$
\$112		x \$112 =	\$
\$115		x \$115 =	\$
\$120		x \$120 =	\$
\$125		x \$125 =	\$
\$150		x \$150 =	\$
\$175		x \$175 =	\$
\$200		x \$200 =	\$
\$225		x \$225 =	\$
\$240		x \$240 =	\$
\$245		x \$245 =	\$

TransitChek Card Total \$

TransitChek® Voucher (Not Returnable/Refundable)			
Denominations	Quantity	Cost/Item	Total Cost
\$15		x \$15 =	\$
\$25		x \$25 =	\$
\$30		x \$30 =	\$
\$35		x \$35 =	\$
\$45		x \$45 =	\$
\$50		x \$50 =	\$
\$55		x \$55 =	\$
\$75		x \$75 =	\$
\$100		x \$100 =	\$

TransitChek Voucher Total \$

TransitChek® MetroCard® (New York Metro Region Only)			
Pay-Per-Ride Cards (includes 5% bonus)			
Denominations	Quantity	Cost/Item	Total Cost
\$23.81 (10 trips)		x \$23.81 =	\$
\$35.71 (15 trips)		x \$35.71 =	\$
\$47.62 (20 trips)		x \$47.62 =	\$
\$54.76 (23 trips)		x \$54.76 =	\$

Unlimited Ride Cards			
	Quantity	Cost/Item	Total Cost
7-Day Unlimited		x \$30 =	\$
7-Day Express Bus Plus		x \$55 =	\$
30-Day Unlimited		x \$112 =	\$

TransitChek MetroCard Total \$

Total (A + B + C)	\$
4.5% Processing Fee (D X .045)	\$
Packaging and Delivery	\$
Total Order Cost (D + E + F)	\$

Order Instructions

(for your records)

TransitChek is an IRS-approved commuter benefits program that lets employees save money on their commute by transit or eligible vanpools with tax-free dollars. They are eligible to use up to the IRS allowable amount, tax-free. Please visit our website at: www.transitchek.com for more information on using the TransitChek Program and other helpful information.

SAVE TIME! ORDER ONLINE AT ORDER.TRANSITCHEK.COM – MORE PRODUCTS AVAILABLE

ORDER INFORMATION

1. How to Order

Determine how many products you need to order per employee per benefit cycle. There is no minimum order.

2. Payment Options

Orders will not be processed until full payment is received. Please make checks payable to “**TransitChek**” You may use a Certified Check, Bank Check, Money Order or Bank Transfer when placing your order. Credit card and eCheck/ACH payments are accepted only online at <https://order.transitchek.com>.

3. Shipments

All products will be received 7-10 business days after receipt of payment. **They will arrive in one box, via FedEx 2 Day service, and require a signature for delivery.**

4. Fees

Packaging and delivery fees for TransitChek orders are \$18. Processing fees are 4.5% of your total order.

For questions about your order or assistance with ordering, call Customer Service at: 1.800.945.CHEK (2435).

Or visit us at www.transitchek.com

SEND FORM & PAYMENT TO:

Standard Deliveries:

TransitChek
General Post Office
PO Box 27457
New York, NY 10087-7457

Overnight & Messenger^{††} Deliveries:

JPMorgan Chase
Attn: Lockbox 27457
4 Chase MetroTech Ctr, 7th Fl. East
Brooklyn, NY 11245
1.800.945.CHEK (2435)

^{††} Note: Messenger Center is located on Willoughby Street entrance.

PRODUCT RETURN POLICY

TransitChek MetroCard:

TransitChek only allows for unused, unopened TransitChek[®] Pay-Per-Ride MetroCard[®] and TransitChek[®] Unlimited Ride MetroCard[®] products that are not more than two years past the expiration date to be returned. Damaged MetroCard must be mailed to MTA-NYC Transit for replacement. Pre-addressed postage-paid envelopes with questionnaires (for returns to the MTA-NYC) can be obtained at subway station booths.

Returns should not be sent to the addresses listed above! Please send wrapped MetroCard products to: **TransitChek, 1065 Avenue of the Americas, 5th Flr., New York, NY 10018** along with a completed TransitChek Return Authorization Form. For questions about returning wrapped MetroCard products, call TransitChek Customer Service at 1.800.945.CHEK (2435).

TransitChek[®] Vouchers:

Can not be returned for credit or refund.

TransitChek Prepaid Visa[®] Card:

Can not be returned for credit or refund. Cards have a one year expiration. Balances on TransitChek Cards that *are near expiration* or you suspect are damaged can be easily transferred to another TransitChek Card at www.transitchek.com under Manage Your TransitChek.

Please remind your employees to review their current and unused products to make certain they are used before the expiration date.