

Employer Order Form

Getting on board with TransitChek is easy. **Employers** simply fill out this order form and select a payment option.

This form is for employers not yet enrolled in TransitChek. If you have ordered TransitCheks before and have an existing account, please check this box.

IMPORTANT NOTICE for PATCO riders—NEW PROCEDURES

If employees ride PATCO and use FREEDOM Cards, their employer **must** now submit a separate spreadsheet for an electronic transfer of funds to the employees' FREEDOM Card accounts. Forms can be obtained online (www.GetTransitChek.org), by phone (215-592-1800), or by emailing us at TransitChek@dvrpc.org. New orders for both paper vouchers and FREEDOM Card loads must be submitted on this order form with **one payment**.

Company name _____
 Contact _____
 Title _____
 Address _____
 Suite/floor/room _____
 City _____ State _____ ZIP _____
 Phone (important) _____
 Fax _____ Email _____

ORDER COSTS

Each TransitChek voucher is valid for 13 months from shipment. There is a service fee of 2% of the total cash value of your order, plus a shipping and handling fee (see below).

A Voucher Denomination	B Voucher Quantity	C Value (A x B)
\$15	x	_____
\$20	x	_____
\$21	x	_____
\$30	x	_____
\$35	x	_____
\$60	x	_____
\$65	x	_____

PATCO FREEDOM Card total amount

Add 2% service fee (multiply subtotal x .02)

Add \$12 for shipping and handling
(allow 3 weeks to receive first order)

Option: Add \$15 for expedited delivery
(order will arrive approx. 1 week sooner)

+ _____
 Subtotal _____
 x _____
 + \$12 _____
 Total Cost \$ _____

BILLING INFORMATION

Make check payable to: Commuter Benefit Program

Mail to: Commuter Benefit Program
 c/o CCS Corp./Accor Services
 51 Water St., 2nd Floor
 Watertown, MA 02472

EMPLOYER SHIPPING INFORMATION (if different from billing)

Company name _____
 Title _____
 Street address _____
 (No delivery to P.O. boxes or P.O. box ZIP codes)
 Suite/floor/room _____
 City _____ State _____ ZIP _____
 Phone (important) _____
 Fax _____ Email _____

You may request an invoice, but orders are only shipped after payment is received.

- Payment is enclosed, ship immediately
 Send invoice (delays order)

FUTURE ORDERS

To receive a reorder notice, check the appropriate option below. (Not available for monthly orders; use shipping sheet for next order.)

We expect to order more TransitCheks in:

_____ 3 months _____ 6 months _____ 12 months

TELL US MORE

How many employees does your company have? _____

How many employees will be using TransitChek?* _____

May we identify your company as a participant in TransitChek? **Yes** **No**

In what industry category is your company? _____

*Note: Employee information flyers are sent with your first order.

DO YOU HAVE ANY QUESTIONS?

For general information or questions about placing an order, call 215-592-1800.

For customer service or information on the status of your order, call 800-531-2828.

