

Chicago Metro 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

ORDER INSTRUCTIONS

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.transitcenter.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 "TransitCenter, Inc." You may use a Certified Check, Bank Check, Money Order or Bank Transfer when placing your order. Sorry, no credit card orders at this time.
- 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 TransitCenter Customer Service at: 1.800.945.CHEK (2435). Or visit us at www.transitcenter.com

SEND FORM & PAYMENT TO:

Standard Deliveries: TransitCenter, Inc. General Post Office PO Box 27457 New York, NY 10087-7457	Overnight & Messenger^{††} Deliveries: JPMorgan Chase Attn: Lockbox 27457 4 Chase MetroTech Ctr, 7 th Fl. East Brooklyn, NY 11245 1.800.945.CHEK (2435)
--	--

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

PRODUCT RETURN POLICY:

TransitChek® Card, a 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.transitcenter.com. Under Manage Your Account, click on TransitChek Card log-in.

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

TransitChek® Card, a prepaid Visa® card

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 =	\$
\$115		x \$115 =	\$
\$120		x \$120 =	\$
\$125		x \$125 =	\$

TransitChek Card Total \$ **A**

FREE TransitChek Card User's Guides. Quantity: (Limit one per employee)

4.5% Processing Fee (A X .045) \$ **B**

Packaging and Delivery \$ 18.00 **C**

Total Order Cost (A + B + C) \$