

# San Francisco Bay Area 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

**BART High Value Ticket**  
(Not Returnable/Not Refundable)

\$45 (\$48 in rides)	[ ]	x	\$45	=	\$
\$60 (\$64 in rides)	[ ]	x	\$60	=	\$
BART Total					\$ [ ]

**TransitChek® Voucher**  
(Not Returnable/Not 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					\$ [ ]

**SEND FORM & PAYMENT TO:**

<p>Standard Deliveries: _____</p> <p>TransitCenter, Inc. General Post Office PO Box 27457 New York, NY 10087-7457</p>	<p>Overnight Deliveries: _____</p> <p>JPMorgan Chase Attn: Lockbox 27457 4 Chase MetroTech Ctr, 7<sup>th</sup> Fl. East Brooklyn, NY 11245 1.800.945.CHEK (2435)</p>
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**TransitChek® Card, a prepaid Visa® card**  
(Not Returnable/Not 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	=	\$
\$115	[ ]	x	\$115	=	\$
\$120	[ ]	x	\$120	=	\$
\$125	[ ]	x	\$125	=	\$
TransitChek Card Total					\$ [ ]

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

<b>Total ( A + B + C )</b>	<b>\$</b>
<b>4.5% Processing Fee ( D X .045)</b>	<b>\$</b>
<b>Packaging and Delivery</b>	<b>\$ 18.00</b>
<b>Total Order Cost ( D + E + F )</b>	<b>\$</b>

\*Required fields

# 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.transitcenter.com](http://www.transitcenter.com) for more information on using the TransitChek Program and other helpful information.

**SAVE TIME! ORDER ONLINE AT [ORDER.TRANSITCHEK.COM](http://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](http://www.transitcenter.com)

### PRODUCT RETURN POLICY

BART High Value Ticket:

*Can not be returned for credit or refund.*

TransitChek® Vouchers:

*Can not be returned for credit or refund.*

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](http://www.transitcenter.com) under Manage Your Account.

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

The TransitChek® Prepaid Visa® Card is issued by The Bancorp Bank pursuant to a license from Visa U.S.A. Inc. The Bancorp Bank; Member FDIC.