

THE AUTOMATIC MAIL PLAN

MAKING YOUR FARE MEDIA PURCHASE EASIER



The Automatic Mail Program is designed to provide transit customers with a convenient way to purchase fare media. Once your application is approved and the required security deposit paid, fare media will automatically be mailed to you each month.

TO APPLY

To apply for the Automatic Mail Program, you must complete the application form. The security deposit is equal to the amount of fare media you are ordering. If you are ordering multiple pass types or Dial-a-Ride tickets, a security deposit is required for each fare type ordered.

WHEN PAYING BY CHECK/MONEY ORDER

Please mail in your completed application with your security deposit to the address listed on the application form. Your payment must be received in our office by the 16th of the month.

WHEN PAYING BY CREDIT/DEBIT CARD

Complete the application form including the credit/debit card authorization section and mail or fax to the City of Phoenix Public Transit Department. Your fare media will be charged to your credit/debit card each month and mailed to the address provided on your application.

KEEPING YOUR ACCOUNT CURRENT

To remain eligible for the program, payment must be received by the 16th. If it is not received, your security deposit will be used to cover the unpaid balance and your account will be closed. To ensure your future participation in the program is not affected, please call or email us immediately with any changes to your account.

If you cancel your credit card or change banks, **it is your responsibility to notify us of the change** to ensure your fare media continues to be mailed to you and your account will not be closed.

Accounts that have lapsed may be closed and you may not be eligible to reopen the account in the future.

REDUCED FARE MEDIA

Who is Eligible for Reduced Fare Media?

Reduced fares are available for youths 6-18 years old, seniors 65 and older, persons with disabilities and Medicare card holders.

You must provide proof of eligibility to receive reduced fare media through the mail. The following documentation can be provided as proof of eligibility:

Persons with Disabilities

A copy of your Medicare card or your Valley Metro Reduced Fare Card.

Seniors and Youths

A copy of your Valley Metro Reduced Fare Card, Arizona Driver's License, Arizona ID, Medicare Card (proof of age), **and/or** birth certificate.

Please provide a copy of both sides of your documentation. Please do not send original documents.

TO STOP PARTICIPATION

If you wish to temporarily or permanently stop your participation in the program for any reason, simply call 602.495.5795 or TTY 602.261.8208, Monday through Friday, between 8 a.m. and 5 p.m. or email us at faremedia@phoenix.gov by the 15th of the month before you want to stop participation. If you are permanently closing your account, your deposit will be refunded to you if your account is current.

MAIL OR FAX THIS APPLICATION FORM TO:

City of Phoenix
Public Transit Department
302 N. First Avenue, Suite 900
Phoenix, Arizona 85003
Fax: 602.256.3277

Please verify that we have your current phone number or email address so we can contact you with questions. If you are not approved for the program, we will notify you and your deposit and any applicable documentation will be returned.



City of Phoenix



This application and information can supplied in an alternative format upon request.

AUTOMATIC MAIL PLAN APPLICATION FORM - Please fill out completely. (Please print)

YOUR INFORMATION		
Customer Name:		Phone:
Contact Person:		Phone:
Billing Address:		
City:	State:	Zip Code:
Email:		

TYPE OF FARE MEDIA	AMOUNT	QUANTITY	AMOUNT
Local Bus/Rail - All-day pass (Minimum amount of 10 passes)*	\$3.50 each		
Local Bus/Rail - Reduced All-day pass (Minimum amount of 10 passes)*	\$1.75 each		
Express Bus/RAPID - All-day pass (Minimum amount of 5 passes)*	\$5.50 each		
Local Bus/Rail - 31-day pass	\$55 each		
Local Bus/Rail - Reduced 31-day pass	\$27.50 each		
Express Bus/RAPID - 31-day pass	\$85 each		
Regional Dial-a-Ride tickets (Minimum amount of 10 sheets or 50 tickets)*	\$.50 each		
*May be increased in increments of 5 passes/tickets.			TOTAL AMOUNT \$

TYPE OF PAYMENT (CHECK ONE BOX):

- SECURITY DEPOSIT AND MONTHLY PAYMENT BY CHECK OR MONEY ORDER**
 Enclosed is a check or money order payable to: **City of Phoenix** in the amount of \$_____ for my security deposit. I understand that I will receive an invoice each month for the total amount of my fare media ordered.

- SECURITY DEPOSIT AND MONTHLY PAYMENT BY CREDIT CARD/DEBIT CARD**
 I (print name) _____, hereby authorize the City of Phoenix Public Transit Department to charge my credit/debit card for the security deposit **AND** to charge my card each month for the total amount of my fare media ordered.

Name as it appears on credit card/debit card:	
Select type of card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
Card number:	Expiration date:
I promise to pay such amount as noted above subject to and in accordance with the agreement governing the use of such card. I acknowledge that any credit card processing fees related to this transaction will be charged directly to my account.	
Cardholder's signature: _____	