

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 be automatically mailed to you each month.

To Apply:

To apply for the Automatic Mail Program, you must complete the application form and a security deposit will be required. The security deposit is equal to the amount of the 31 Day Pass you are requesting. If you are ordering multiple passes, a security deposit is required for each pass 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. If you sign up for the program by the 10th of the month, you will receive your fare media for the following month along with your invoice for payment. You must send in payment by the 16th of the month in order to keep your account current.

When paying by credit/debit card:

Complete the application form including the credit/debit card authorization section and mail or fax to the address listed on the application form. Your credit/debit card will be charged for a security deposit equal to the price of the 31Day Pass requested. Your 31-day pass will be charged to your credit/debit card each month and mailed to the address provided.

Keeping Your Account Current

To remain eligible for the program the invoice must be paid by the 16th. If it is not paid, your security deposit will be used to cover the unpaid invoice and your account will be closed. To ensure that your future participation in the program is not affected, please call or e-mail 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 guarantee that 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

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

Copy of your Medicare Card or your Valley Metro Reduced Fare Card.

> Seniors and Youth

Copy of your Valley Metro Reduced Fare Card, Arizona Drivers License, Arizona I.D., 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, TTY (602) 261-8208 between 8 a.m. and 5 p.m. or e-mail 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.

City of Phoenix

Public Transit Department
302 N. First Avenue, Suite 900
Phoenix, Arizona 85003

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

This information can be supplied in an alternative format upon request.

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



City of Phoenix



The City of Phoenix is a Valley Metro Member

The Automatic Mail Plan **Application Form**

Please fill out the application form completely. (PLEASE PRINT)

Customer Name:		Phone:
Contact Person:		Phone
Billing Address:		
City:	State:	Zip

PLEASE CHECK TYPE OF FARE MEDIA	AMOUNT	QUANTITY	AMOUNT
Local 31 Day Pass	\$45 each		
Express and Rapid 31 Day Pass	\$68 each		
Reduced 31 Day Pass <i>Passengers using Reduced 31 Day Passes may be required to show proper identification to operator when boarding.</i>	\$22.50 each		
TOTAL AMOUNT			

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 pass(es) ordered.

SECURITY DEPOSIT AND MONTHLY PAYMENT BY DEBIT/CREDIT 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 pass(es) ordered.

Name as it appears on credit card:	
Select type of card () Visa () MasterCard () American Express () 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: _____	

Mail this application form to:
City of Phoenix Public Transit Department
 302 N. First Avenue, Suite 900 • Phoenix, Arizona 85003
 FAX: (602) 256-3277



The City of Phoenix is a Valley Metro Member



Remember to include payment for security deposit if paying by check or money order.