

# Commuter Van

## ORCA Business Passport Use Form

<b>PIN</b>
office use only

### To Be Completed By ORCA Business Passport Cardholder

**In order to access your employer-provided Business Passport subsidy, you must:**

1. Provide all requested information in the form below.
2. Agree to the Rules of Use.
3. **Give your completed form to your group's Bookkeeper and present your ORCA card for verification.**

Printed or Typed Name	ORCA Card Serial Number <small>(8 or 19 digits depending on card)</small>
Name of Employer	Name of Subsidy Provider <small>(if different from employer)</small>

#### Rules of Use

**I agree to the following Rules of Use:**

1. A Business Passport vanpool or vanshare subsidy is not transferrable to another person.
2. Only participants currently riding and paying a fare can use a Business Passport subsidy.
3. The Business Passport subsidy cannot be applied to expenses such as personal use/excess miles or another rider's fare.
4. When the Business Passport subsidy is less than the fare, I am responsible for paying the difference.
5. The maximum Business Passport subsidy claimed cannot exceed the fare. No credits or refunds will be given.
6. When I receive a new ORCA card from my employer, I am responsible for completing a new ORCA Business Passport Use Form and submitting it to my bookkeeper.
7. If I change employers and receive a new ORCA card, I am responsible for completing a new ORCA Business Passport Use Form and submitting it to my bookkeeper.
8. If I change employers and no longer receive a Business Passport subsidy, I am responsible for notifying my bookkeeper.

Cardholder's Signature	Date
------------------------	------

### To Be Completed By Bookkeeper

I verify the ORCA Card Serial Number recorded on this form matches the cardholder's ORCA card.

Name of Approved Bookkeeper	Signature of Approved Bookkeeper
Date	Group Identification Number <small>(GIN)</small>

**Bookkeeper Instructions:**

1. Provide this form to new participants with a Business Passport subsidy when they join your group.
2. **Include completed forms when sending or emailing your Monthly Reports.**
3. Send one form per participant per card. Do not send copies each month.