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.

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 8-digit ORCA Card Serial Number recorded on this form matches the cardholder’s ORCA card.

Name of Approved Bookkeeper ___________________________ Signature of Approved Bookkeeper ___________________________

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.