



**CTA Chicago Cards**

- Employees can order the CTA Chicago Card Monthly Pass for \$75.
- There is a \$5.00 per card activation fee for Chicago Card 1<sup>st</sup> time orders or for lost/replacement cards.
- There is a no per item processing fee for CTA Chicago Cards.
- Orders for Chicago Cards, both new and reload updates, must be postmarked by the 10<sup>th</sup> of each month to ensure activation for the following month.

**FEES** - The RTA and the CTA are proud to administer the Transit Benefit Program with the Northern Trust Company Bank and Accor Services North America. All orders are assessed a processing fee of \$0.50 per item (Chicago Cards excluded), and a standard shipping and handling fee of \$8.95. First time or lost/replacement orders of CTA Chicago Card monthly passes have a \$5.00 per card activation fee. **Mail your payment and order forms to:**

RTA/CTA Transit Benefit Program,  
P.O. Box 75003,  
Chicago, IL 60675-5003.

**SPECIAL FEES**

- **Lock Box Fee:** Orders needing expedited processing can be dropped off at the Transit Check Lock Box. There is an additional \$8.00 fee for this expedited service.

**The lock box address is:**

Northern Trust Company,  
Attn: RTA/CTA Transit Benefit  
Lock Box 75003,  
350 North Orleans Street,  
Receipt & Dispatch 8th Floor,  
Chicago, IL 60654.

- **Special Handling Fee:** Any request for special handling at the RTA office will be charged an additional \$300 fee.

**IF THIS IS YOUR FIRST ORDER...Please take a moment to answer these brief questions.**

PROGRAM TYPE (How is it funded)? <input type="checkbox"/> EMPLOYER <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> BOTH	<b>HOW DID YOU LEARN ABOUT THE TRANSIT BENEFIT PROGRAM?</b>	
NO. OF EMPLOYEES IN PROGRAM:	<input type="checkbox"/> DIRECT MAIL	<input type="checkbox"/> TRANSIT VEHICLE/STATION AD
NO OF EMPLOYEES IN FIRM:	<input type="checkbox"/> FLYERS	<input type="checkbox"/> RADIO/TV ADS
DO YOU PROVIDE FREE PARKING FOR EMPLOYEES? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> SOME	<input type="checkbox"/> MAGAZINE ADS	<input type="checkbox"/> EMPLOYEE
BUSINESS TYPE (manufacturing, service, retail, etc.):	<input type="checkbox"/> CONVENTION/TRADE SHOW	<input type="checkbox"/> PROFESSIONAL ASSOCIATION
MAY WE USE YOUR COMPANY FOR PROMOTIONAL PURPOSES? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> OTHER (describe):	

**Please call the RTA/CTA Transit Benefit Program hotline if you have any questions regarding customer service, ordering or delivery at 1-800-531-2828.**