# COMMUTER BENEFIT PROGRAM
## PROCEDURE OVERVIEW

▶ **Your company will need to submit the provided Excel spreadsheet via email with the following columns:**

   **1)** Company Name

   **2)** SunCard Number (located on the back of the card)

   **3)** Product Type (Monthly, Annual or Pre-Paid Value)

   **4)** Load Amount

   **5)** Customer Name & Phone Number

▶ Spreadsheet needs to be received by the 18th of the month.

▶ Once the spreadsheet is received, an invoice will be furnished within 3 business days. The invoice will be sent via email directly to the indicated contact person for your company.

▶ Funds need to be received by SunRail on or before the 20th of the month by ACH or check.

▶ This process will continue with the company providing an updated spreadsheet with each monthly submission. SunCards can be added and deleted with each submission. Replacement cards can be processed at any time throughout the month.

▶ **Send spreadsheets via email to Joanne.Glider@dot.state.fl.us and Sierra.Buchheit@dot.state.fl.us**

## Example - Monthly Program* or Pre-Paid Value

**SCENARIO – SunCards need to be available to customer by March 1.**

• SunCards loaded by SunRail by February 24.

• Payment by ACH or check would need to be received by February 20.

• If invoice is not required, spreadsheet may accompany the payment.

• If invoice is required, the spreadsheet would need to be received by SunRail via email by February 18.

• Process resumes the following month

## Example - Annual Program*

**SCENARIO – SunCards need to be available to customer by March 1.**

• SunCards loaded by SunRail by February 24.

• Payment by ACH or check would need to be received by February 20.

• If invoice is not required, spreadsheet may accompany the payment.

• If invoice is required, the spreadsheet would need to be received by SunRail via email by February 18.

## NOTE:

• Sunrail Communter Benefit Programs can include different types of load products (or load values), including: Pre-Paid Value, Monthly Passes or Annual Passes. (No weekly passes).

• A monthly program can begin on or about the 24th, and will expire 30 days later.

• SunCards may not exceed $300 in Pre-Paid Value at any time and SunCards may only have one unused Monthly or Annual Pass at a time. Additional value will not be loaded.

• Pre-Paid Value does not expire.

• Monthly and Annual Passes do expire. (30 days or 365 days after the first tap on).

• Seniors 65 years of age or over, those with disabilities certified by LYNX or Votran and students ages 7–17 receive 1/2 off regular Travel Plan prices. (See "product key" on official spreadsheet for special product codes).

**\* We recommend adding in a few days of flex-time into the above dates to ensure funds are received and processed by SunRail.**