



# COMMUTER BENEFIT PROGRAM PROCEDURE OVERVIEW

**WELCOME - THANK YOU FOR BEING A PART OF THE SUNRAIL COMMUTER BENEFIT PROGRAM!**

▶ **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
  - Prepaid amount (not to exceed \$300 per month)
  - Annual/Monthly Pass
  - No Weekly Passes allowed
- 4) Rider Type
- 5) Product Rate
- 6) Customer Name & Phone Number

▶ Spreadsheets need to be received by the 15th of each month. Send spreadsheets via email to [Adair.Noah@dot.state.fl.us](mailto:Adair.Noah@dot.state.fl.us)

▶ Funds need to be received by SunRail on or before the 20<sup>th</sup> 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.

▶ All products will be loaded between the 20th and 25th of each month.

**NOTE:**

- SunCards must be registered at [Account.SunRail.com](http://Account.SunRail.com).
- SunCards must have positive value (\$0.00 or more) to be able to process the order. It is the responsibility of the cardholder to keep the SunCard in good standing/ does not fall into a negative value.
- Prepaid Value does not expire.
- Monthly and Annual Passes do expire. (30 days or 365 consecutive days after the first tap on).
- Seniors 65 years of age or over, those with disabilities certified by LYNX or Votran and youth ages 7–18 receive 1/2 off regular Product prices.



**Save money with a SunCard. Discounts on annual passes, monthly passes, and prepaid values.**