



TransitChek moving to weekly FREEDOM Card uploads

As of July 1 (the start of DVRPC's new fiscal year), TransitChek will be moving to weekly FREEDOM Card uploads. The file will continue to be sent to PATCO on Fridays, unless it conflicts with a DVRPC office closure. The dates that are affected include:

Friday, July 3rd
Friday, November 27th
Friday, December 25th
Friday, January 1st

In lieu of the dates above, FREEDOM cards will be submitted to PATCO on the following dates:

Thursday, July 2nd
Wednesday, November 25th
Thursday, December 24th
Thursday, December 31st

Please remember, PATCO has three business days to load employees' FREEDOM Cards.

If you want to upload TransitCheks to FREEDOM Cards, please do the following steps:

1. Collect employees' FREEDOM Card numbers and the amounts they would like uploaded to their FREEDOM Cards. You are no longer confined to the denominations offered by TransitChek vouchers (\$97.00? \$42.00? Sure! But not \$41.34.). Please note, if their employees get new cards, they must give you their new FREEDOM Card number ASAP. Requesting money to be loaded onto the wrong card could cause a delay.
2. Complete the PATCO FREEDOM Card Order Form (available on the front page of www.GetTransitChek.org) and please follow the instructions on the top of the form.
3. Those instructions request that you email the document (in MS Excel format) to transitchek@accorservicesusa.com. Please do not send a PDF. If you do not email the FREEDOM Card Order Form, this can delay your order. Please print out a hardcopy of the FREEDOM Card Order Form and mail it, along with your Re-Order Form and payment. A FREEDOM Card cannot be loaded until payment is received.
4. Please have your order and payment to Accor Services 48 hours before (usually a Wednesday) the load date to ensure your employees' cards are included in that Friday's FREEDOM Card upload.
5. Please remind your employees that PATCO has three business days to load their FREEDOM Cards.

As of the February passage of the American Recovery and Reinvestment Act of 2009, the monthly cap on TransitChek benefits is now \$230/month, \$2,760/year. Take full advantage of greater tax savings.

Questions? Call TransitChek at 215-592-1800.