

ORCA BUSINESS CARDHOLDER RULES OF USE

As a Business Account Cardholder, I agree to the following:

1. I will use my ORCA Business Card for my own transportation only. I will not transfer my ORCA Business Card to any other person. I understand that my ORCA Business Card and any products will be blocked from further use if I misuse this benefit.
2. I will keep my ORCA Business Card secure and in good condition. I will immediately report a lost, stolen, or damaged ORCA Business Card to SIBCR Human Resources. I understand a lost ORCA Business Card will be replaced free of charge.
3. I will return my ORCA Business Card upon request or when I leave y employment with SIBCR. If I do not return my ORCA Business Card, I understand that it may be blocked for further use on transportation services provided me by SIBCR.
4. I understand that the ORCA Business Card is valid for the following services provided by SIBCR:
 - A. 100% of transit fares on regularly scheduled transportation service on King County Metro Transit, Community Transit, Everett Transit, Kitsap Transit, Pierce Transit, and Sound Transit.
 - B. Up to 100% subsidy for vanpool fares on participating transit agencies.
 - C. Up to 100% subsidy for vanshare/vanlink fares on participating transit agencies.
 - D. I understand that the ORCA Business Card products are not valid fare payment for services on any non-participating ORCA agencies and that I am responsible for gaining that information from my employer prior to card use.
5. I understand that I am responsible to pay additional fares required for services not covered, or not fully covered, by my employer provided benefits.
6. I understand that any additional ORCA Products I load onto my ORCA Business Card become the property of my employer, and any refund of such products will be made by my employer according to its refund policy.
7. I understand the ORCA system will record data each time I use my ORCA Business Card. Data will include the date, time and location of the card when it is presented. I understand this data is owned by ORCA Agencies and is accessible to my employer.

I acknowledge the receipt of my ORCA Business Card, and understand and agree to the terms stated above on using the ORCA Business Card.

Employee's Signature

Date

Employee's Printed Name

ORCA Card serial #

SIBCR Use only – ORCA Card returned:		
_____ Return Date	_____ ORCA Card serial #	_____ Received by initials