

TICKET REFUND FORM

SUBURBAN TRANSIT



Mail Refund Check To:

FULL NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____

Tickets To Be Refunded (Check appropriate box):

10-TRIP 20-TRIP

Enter unused quantity of returned tickets >>>

TICKET TYPE	VALIDITY *	REFUNDABLE
HALF-FARE	VALID UNTIL USED	NO
ONE-WAY	VALID UNTIL USED	NO
ROUND-TRIP	VALID UNTIL USED	NO
MONTHLY PASS	CALENDAR MONTH	NO
10-TRIP	20 DAYS	YES
20-TRIP	40 DAYS	YES

* From the Date of Purchase

- (1) Prepare form in duplicate. Duplicate serves as Customer's Receipt.
- (2) Forward Original Form with Original Tickets to the Refund Department.

TODAY'S DATE	LOCATION/TERMINAL	AGT'S INITIALS & #	TIME OF DAY

REFUND POLICY (All Refunds Subject To 10% Admin Fee)

HALF-FARE, ONE-WAY, ROUND-TRIP & MONTHLY PASS ARE NON-REFUNDABLE (Local & Interstate). Tickets that are received/postmarked past their expiration date are **non-refundable**. Expiration date is printed on the tickets.

REFUND CALCULATION

One-way fare is deducted for each used portion of the ticket. That amount is then subtracted from the total price of the ticket. A 10% administration fee is deducted from the balance amount. *Fares used in calculation are based on the date ticket was purchased.*

Example: Say, a commuter bought a 10-Trip ticket from East Brunswick to New York. Assuming that the price of 10-Trip was \$69.00 and commuter used 6 of those tickets and applies for a refund for the remaining 4 tickets (*tickets **must not** be past their Expiration date*). At the time of purchase, if one-way fare for that route was \$9.15, refund amount would be:

Ticket Purchase Price = \$69.00
 Less 6 one-ways (used portion) @ \$9.15 ea = \$9.15 x 6 = \$54.90
 Balance Amount: \$69.00 - \$54.90 = \$14.10
 Less 10% Admin Fee on the balance amount = \$14.10 x 0.10 = \$1.40
Refund Amount Due = \$14.10 - \$1.40 = \$12.70

If you are mailing your tickets for a refund, please send the original tickets to:

**SUBURBAN TRANSIT CORP.
 750 SOMERSET STREET
 NEW BRUNSWICK, NJ 08901
 ATTN: REFUNDS DEPT.
 PH: (732) 249-1100 (Ext. 214)**

REFUND CHECKS ARE PROCESSED & MAILED IN 3 - 4 WEEKS