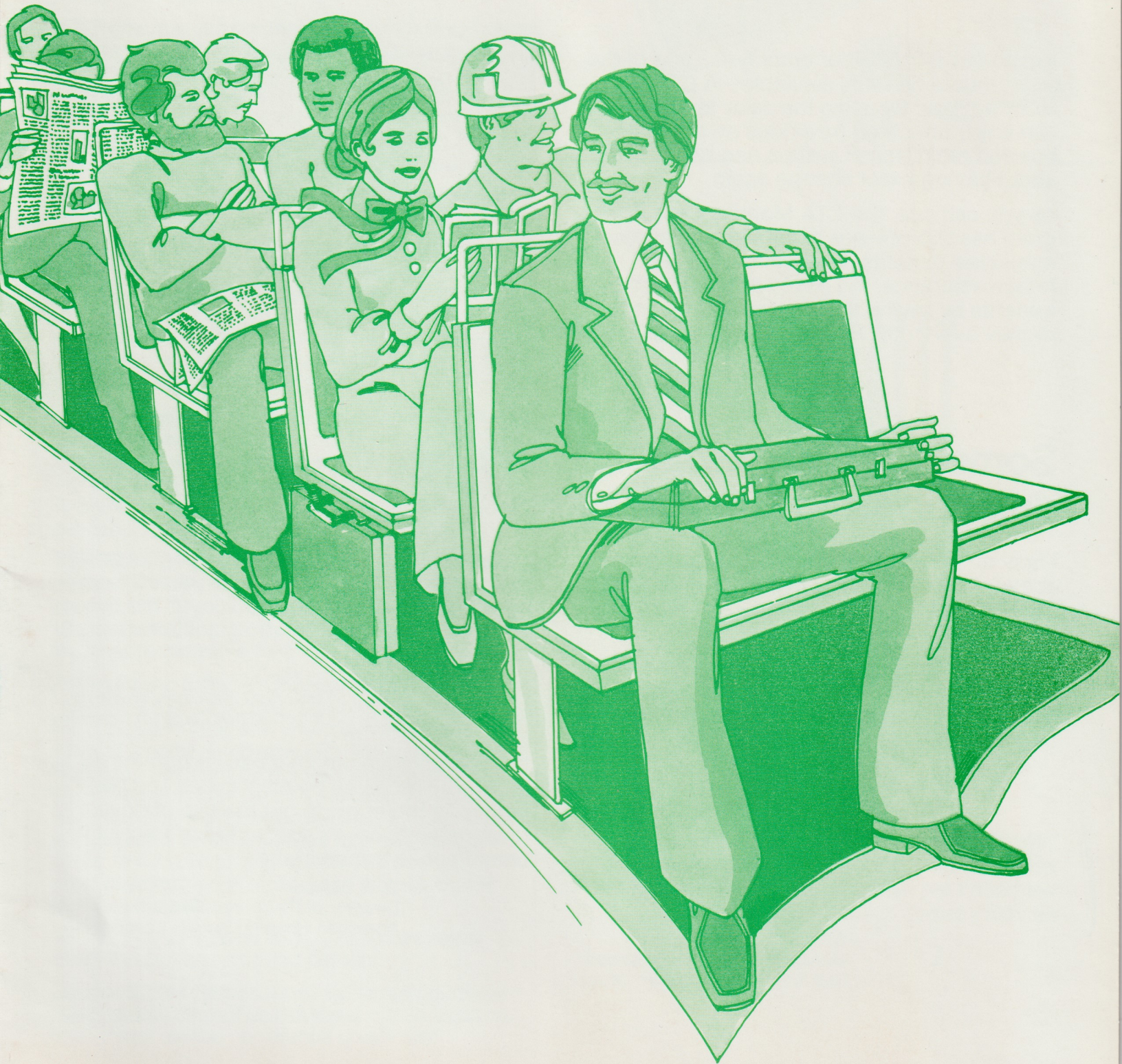# The CTA Monthly Pass Program

The Employer's Guide

The CTA Monthly Pass Program—A new and successful employee benefit.

You can now offer your employees one of the most unique benefits available—A CTA Monthly Pass. By using the pass, an employee can enjoy unlimited free rides on the CTA's bus and rapid transit system and never worry about having exact change again.

As you can see, the CTA Monthly Pass Program has two obvious advantages over most employee benefits. First, unlike life and health insurance, the pass has immediate benefits by saving the employee time and money every day. Second, the pass has un-limited use. Your employees can use it 24 hours a day, seven days a week.

If you decide to make a contribution toward the $25 price of each pass, you will make the benefit even more valuable to your employees.

This program does more than build image and morale. Your company, as a public leader, can have a positive impact on today's urban problems—energy conservation, traffic congestion, air pollution and parking shortages.

Some comments from subscribing companies and organizations

Many employers in the Chicago area have already taken advantage of the benefits offered by the CTA Monthly Pass Program. Here are some of their comments.

"We at Combined recognize that mass transit is the more economical method of transportation and are happy to provide this pass service as a convenience for our employees."

> —W. Clement Stone
> Chairman of the Board and Founder
> Combined Insurance Company of America

"We knew that the Monthly Pass would be very welcome during the Chicago winter. But we hadn't expected how popular it would be all year 'round."

> —William L. Keogh
> Manager, Employee Relations
> Bell & Howell Education Group

"The response has been even more favorable than we expected. Our regular transit users have been encouraged to discover the convenient public transportation facilities that our location offers."

> —Carmen House
> Personnel Relations Manager
> United States Gypsum Company

"This innovative monthly pass program has been well received by employees and has helped in the effort to cut the use of downtown parking, save energy, and promote the use of public transportation."

> —G. F. Belko
> Director of Personnel, Executive Offices
> American Hospital Supply Corporation

How to make the CTA Monthly Pass work for you.

Beginning the Program

Eligibility. You can purchase passes for distribution by your company if you have as few as **ten (10) employees** desiring to enroll in the program. There is no limit on the number of passes you may purchase.

Program Promotion. To help you inform your employees about the program, the CTA will make available an employee's brochure. Also provided will be posters and other support material.

Employee's Enrollment. Your company has total flexibility in implementation of the program. You may charge $25.00 or any lesser sum for each pass. You may have your employees pay you directly each month or you may use payroll deductions. The method of employee payment is entirely up to your discretion.

Pass Ordering. Once you have determined the number of employees for your first order of passes, use the **reply-paid card** on your right. Fill out all the relevant data and mail it to the CTA to be received **no later than the 15th of the month** preceding the month your program starts.

Pass Receipt. You will receive your order of passes **by the 23rd day** of the month preceding the ridership month. The CTA will arrange for the delivery of passes to you. Upon receipt of the passes you become responsible for them.

Payment. An invoice will be enclosed with your monthly order of passes. The original invoice must be sent back with your payment in the form of a **company check.** (Retain copy for your file). Mail payment by the **fifth working day** of the ridership month to CTA's Treasury Department, Merchandise Mart Plaza, Chicago, IL 60654. Be sure to return **unsold passes** with payment in order to receive proper credit. The amount of your payment must be equal to the number of passes retained.

NOTE: For your protection, please use registered mail when returning passes.

Lost or Stolen Passes. Lost, stolen and partially-used passes cannot be refunded. Once a pass is sold, there can be no refunds under any circumstances.

Reordering Passes

Your initial order must be received by the 15th of the month prior to the ridership month. The initial number of passes ordered will be considered a standing order. You will receive additional reply-paid order forms to use to indicate any changes in number of passes required, company's address, phone or pass administrator, etc.

Minimum Requirements. Should enrollment drop below the 10-person minimum, your company's program may be reviewed by the CTA.

The Important Dates in the Program: A Summary.

15th of the month. Initial orders and changes must be received by the CTA Group Sales Section, Merchandise Mart Plaza, Chicago, Illinois 60654.

23rd of the month. Passes will be received by the employer.

5th working day of the month. Payment in the form of a company check must be mailed to the CTA's Treasury Department. All unused passes must be included.

For more information.

If you would like more information about the CTA Monthly Pass Program, please call 664-7200, ask for Group Sales. One of the Account Executives will be glad to help you.

cta
People moving people.

cta
People moving people.
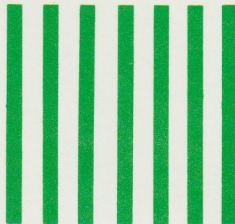
Join the CTA Monthly Pass Program today.

CTA Monthly Pass order form

Note: This order form must be received by the 15th of the month prior to the month service is to begin.

Complete for each order:

Company Name _____ Number of Employees _____

Company Address _____

City _____ State _____ Zip _____

Pass Administrator _____ Phone _____

Please consider this our order for _____ passes ($25.00 per pass) for the month beginning 19____. The company agrees to follow the procedures outlined in **The Employer's Guide.**

_____
(Company Name)

By: _____
(Signature of Authorized Officer)

Date: _____

_____
(Title)

This is an initial order ☐   This is an order change ☐

12/78