

Non-Profit Agency Pass Request

Valley Regional Transit sells regular adult bus passes to 501 (c) (3) non-profit organizations for their clients at a discount. Non-profit organizations can also purchase student/senior/disabled/Medicare card holder passes, which are already discounted, through Valley Regional Transit. The nonprofit discount for bus passes does not apply to government agencies.

To request Valley Regional Transit bus passes, complete the short request form below. When finished, send your completed Pass Request Form, a letter on company letterhead stating your organization possesses IRS classification as a 501 (c) (3) organization, and payment to Valley Regional Transit. You may submit the forms by email to buspass@valleyregionaltransit.org, or by mail to the Meridian office at the following address:

Valley Regional Transit
Customer Service Department
700 NE 2nd Street, Suite 100 Meridian, ID 83642
Fax: 208-846-8564
Email: buspass@valleyregionaltransit.org

All Bus Pass orders cannot be finalized without first having a payment and an order form submitted to us. The payment options are: a purchase order number, a voucher that was already previously set up, payment over the phone with credit card, or a check sent to Valley Regional Transit by mail.

There is a \$5.00 postage fee charged for mailing out bus pass orders. This fee can be waived if your organization prefers to pick up the order – in person – from the Meridian office at the address above.

If you have questions, please call 208-345-7433. Please allow 2 to 3 business days for processing your order.



Valley Regional Transit
 700 NE 2nd Street, Suite 100
 Meridian, ID 83645
Phone (208) 345-7433
 Email: buspass@valleyregionaltransit.org



Non-Profit Bus Pass Order

ORDER #:

DATE:

Order number is the date of the order and your first initial and last name. Example: 07.12.24-JSmith

BILL TO

SHIP TO

PAYMENT TYPE

Credit Card

Check

Po #

GENERAL PASS FARES	(REGULAR PRICE)	NON-PROFIT PRICE	QUANTITY	TOTAL
1 Day Local Adult	(\$ 2.50)	\$ 1.90		
*1 Day Local Youth (6-18)/Senior/ Disabled	(\$ 1.25)	\$ 1.25		
1 Day Universal Adult	(\$ 7.50)	\$ 5.60		
*1 Day Universal Youth (6-18)/Senior/ Disabled	(\$ 3.75)	\$ 3.75		
*\$13.50 Stored Value	(\$ 10.00)	\$ 10.00		
*\$27.00 Stored Value	(\$ 20.00)	\$ 20.00		
31 Day Local Adult	(\$ 42.00)	\$ 31.50		
*31 Day Local Student/Senior/Disabled	(\$ 21.00)	\$ 21.00		
31 Day Universal Adult	(\$ 90.00)	\$ 68.00		
*31 Day Universal Student/Senior/Disabled	(\$ 45.00)	\$ 45.00		
Mailing Fee for orders that are requested to be mailed	(\$ 5.00)	\$ 5.00		

Total:

Pass usage at your organization:

We will give passes to clients at no charge: Yes No

We Will sell passes to clients: Yes No

* Youth /Senior / Disabled and Stored Value passes are at a discounted rate-no additional discount will be administered

Agent

Invoice #

Date Shipped:

Tracking #

Pass #:

Picked-up by

Date:

Please Save as a PDF. Thank you for your business!