



METRA / UP / BNSF
APPLICATION FOR MONTHLY TICKET REFUND

****ALL OTHER TICKETS ARE NON-REFUNDABLE****
visit www.metra.com for ticket policy and refund details

MONTHLY TICKET NUMBER(S)	MONTH THE TICKET IS VALID FOR	# OF TICKETS	ZONES	RATE: Office Use Only

CUSTOMER NOTES: (Do NOT Provide Social Security or ENTIRE Credit Card Numbers)

ATTACH RETURNED TICKET(S) HERE	<i>Please print customer information:</i>		
	Name		
	Street Address		
	City	State	Zip Code
	Home Phone	Business Phone	

Mail The Completed Form To:
Metra Revenue Accounting
547 W Jackson Blvd Chicago, IL 60661

Scan for Metra Ticket Policy Info

Transportation described above was purchased by me and is presented for refund. By accepting this refund, I understand that I must comply with all applicable local, state, and federal tax laws that pertain to this transaction if the ticket that is being refunded, or any portion thereof, was purchased with pre-tax dollars.

Monthly Passes are refunded on a percentage basis depending on the date returned (for paper passes) or last activation (for Ventra app passes), with 100 percent refunded on or before Day 1 of the month for which the ticket is valid and 85 percent refunded on Day 2. The percentage of the refund then drops by 5 percentage points each day thereafter (80 percent on Day 3, 75 percent on Day 4, etc.) until Day 17, when the percentage refunded is 5 percent. No refund is permitted after Day 17. Monthly Pass refunds are also assessed \$5 handling fee per transaction if returned after the start of the valid month.

QR CODE

I have read the policy and understand the that the monthly ticket refund is prorated if returned after the 1st of the Month, along with a \$5 handling fee

SIGNATURE: _____ DATE: _____