

TICKET REFUND FORM (SUBURBAN TRANSIT CORP.)

This Refund Form is ONLY for Suburban Transit tickets (buses operating on Princeton - New Brunswick - East Brunswick - Monroe - Plainsboro - Hightstown - NYC routes).

FOR OFFICE USE			
DATE:		ID:	

Ticket Agent is only responsible for accepting the completed Refund Form & Tickets. All refund requests are handled at the main office as per the Company's Refund Guidelines (Explained Below).

FULL NAME:

ADDRESS:

CITY:

 STATE:

ZIP CODE:

 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.

DATE RECEIVED	LOCATION	AGENT #	AGENT'S INITIALS

REFUND POLICY & CALCULATIONS

- >> Only 10-Trip & 20-Trip commuter tickets are eligible for Refund.
- >> No Refunds on Tickets Received/Postmarked past their Expiration Date.
- >> 10% Processing Fee applied on the Balance Refund Amount.

Calculation shown below are based on the assumption that commuter used 5 tickets from a 10-Trip book and applies for a refund for the remainig 5 tickets.

TICKET PURCHASE PRICE	\$ 85.00
ONE-WAY FARE (at Purchase Time)	\$ 11.00
# OF TICKETS USED	5
# TICKETS RETURNED (for Refund)	5
DEDUCTION (O-W Fare x #Tkts Used)	\$ 55.00
BALANCE AMOUNT	\$ 30.00
PROCESSING FEE (10% of Balance)	\$ 3.00
REFUND AMOUNT DUE	\$ 27.00

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. 292 or 214)

REFUND CHECKS ARE PROCESSED & MAILED IN 3 - 4 WEEKS