

ORCA Autoload Authorization Form



Autoload is the fast, easy way to make sure you can always use your ORCA card. When you authorize Autoload, value is added automatically either:

- As a pass in the new month
- When the E-purse balance is not enough to cover the fare on your current trip

To set up Autoload you must:

- Have a registered ORCA card with a valid product (pass or E-purse) already on the card
- Have a valid credit card
- Agree to Autoload terms and conditions
- Sign and complete the Autoload Authorization form

STEP 1: Autoload terms and conditions

By setting up an Autoload, I authorize automatic, recurring charges against the credit card that I have specified for the valid fare product that I have selected, and I agree to the following terms and conditions.

General Terms

1. I am at least eighteen (18) years of age.
2. All information provided by me in registering my ORCA card and submitting this Autoload authorization is true, accurate and complete. My failure to submit true, accurate, and complete information may result in the cancellation of the Autoload authorization.
3. My Autoload authorization will take effect upon set-up of the Autoload when the card is tapped at an ORCA card reader and shall remain in effect unless I cancel or change as provided below.
4. I authorize each ORCA Agency and their respective service providers to verify the information contained in this Autoload authorization.
5. I may cancel this Autoload authorization by either:
 - a. Cancelling the Autoload at orcacard.com/Manage Autoload, then tapping the card at an ORCA card reader after 48 hours, or
 - b. Mailing a signed Autoload form (printable at orcacard.com) to the address on the form. I understand the Autoload cancellation may not take effect until ten (10) business days after the Autoload form is received and the card is tapped at an ORCA card reader.
6. If the credit card(s) specified by me expires, or if a payment request fails to be authorized, the Autoload will automatically be cancelled for all ORCA cards in a single account that use that credit card to pay for Autoload.
7. If a credit card charge is rejected, reversed or otherwise fails to cover the price of the Autoload product, that product may be blocked to prevent its further use. Regardless of the circumstances, I am responsible for payment of the full value of the Autoload product even if the credit card payment failed to cover the price. The Regional Autoload Management Office may contact you by phone to collect for a failed Autoload payment.
8. If my Autoload is cancelled due to failure of a credit card charge to cover the price of an Autoload product, I may submit a new Autoload Authorization request form.
9. I will promptly update changes to my name, address, telephone number(s), credit card account information and the other information provided by me for this Autoload authorization. Changes may be submitted online or by printing and mailing the online Autoload Authorization form.

Monthly Pass Products (except King County Metro Access)

1. If I have authorized the Autoload of a monthly pass product, the new monthly pass will be loaded automatically onto my ORCA card the first time the card is used in the new month, and the specified credit card will be charged. NOTE: The price charged to the specified credit card will be the full monthly price for an Autoload of a monthly pass product regardless of when, in that month, the ORCA card is first used.
2. I understand that the price of the monthly pass product I have selected to Autoload is subject to change. NOTE: I agree the amount charged to the specified credit card will be based on the price in effect when the next Autoload transaction occurs, until and unless I cancel this Autoload authorization.
3. If I have authorized the Autoload of a monthly regional pass product (PugetPass) at a specified face value, I understand that my authorization may need to be increased to cover a fare increase by one of the ORCA agencies or to cover a higher face value when a youth card converts to an adult card on the cardholder's nineteenth birthday. I understand I will need to cancel the Autoload for the first pass and set-up a new Autoload at a higher face value.

E-purse Transportation Value

If I have authorized Autoload of E-purse transportation value, the amount I have specified will be loaded automatically to my ORCA card, and the specified credit card will be charged when the current E-purse value on my ORCA card is insufficient to pay the fare for my current trip. NOTE: An Autoload of an E-purse will not be performed more than once per day or more than five times in a single month. After the fifth Autoload in one calendar month the E-purse will not revalue, but the Autoload remains intact. Autoload will resume at the beginning of a new month.

King County Metro Access Pass

1. If I have selected to authorize Autoload of a King County Metro Access pass, the credit card payment request will be initiated automatically on the 23rd of each month, until I take action to cancel the Autoload.
2. I understand if the credit card charge is successful, I will receive an email confirmation and the pass purchase will be documented in Accessible Services' records.
3. I understand if the credit card charge is not successful, the pass will not be purchased and the Autoload will be cancelled.
4. I understand the price of the King County Metro Access pass is subject to change and that my authorization will be based on the price in effect at the time the Autoload occurs, until and unless I cancel this Autoload.
5. I understand that I do not need to tap the ORCA card at a card reader to set-up or cancel Autoload for the King County Metro Access pass.

By selecting "Agree" you indicate you agree with the stated Terms and Conditions. Your Autoload authorization will not be processed unless you select "Agree".

STEP 2: Set up, update or cancel Autoload (Please print and use black or blue ink.)

Provide your ORCA card serial number: (Eight digits on front left corner of card)

Select one action below:

- Set up new or update current Autoload. Go to Step 3.
- Cancel current Autoload. Go to Step 5 to authorize cancellation.

STEP 3: Select product* for Autoload

The Autoload you select will be set up or updated on the registered ORCA card indicated in Step 2.

E-purse

The minimum Autoload you can add to your E-purse is \$5. The maximum E-purse stored value is \$300. The amount you request will automatically be added when the E-purse balance is not enough to pay your fare. Write in whole dollar amount:

E-purse amount \$ _____
(Example: \$50)

Regional monthly pass (PugetPass)

To set up a pass Autoload you must have the same per trip value pass active for the current month on your card.

Write in the regional monthly pass per trip value and the purchase price:

Pass _____ Purchase Price \$ _____
(Example: \$2.25 PugetPass)

Agency pass

To set up a pass Autoload you must have the same agency pass active for the current month on your card.

Write in the name of the agency pass and the purchase price:

Pass _____ Purchase Price \$ _____
(Example: King County Metro Access Pass)

* **Regional Day Pass** not available for Autoload.

STEP 4: Submit payment

Please select one of the credit card options: _____ Visa _____ MasterCard

Credit Card Number:

Expiration Date: Month _____ Year _____

*Name as it appears on credit card: _____

*Billing Address: _____ Apt. _____

*City: _____ *State: _____ *ZIP: _____

*Email: _____ Autoload notifications will be sent to this email.

*required fields

Daytime Phone: _____ If we have questions about this request we will call.

STEP 5: Signature required

Your signature is required to set up, update or cancel Autoload. Your signature indicates that you agree with the stated terms and conditions. Please note: Your Autoload request will not be processed without your signature.

Signature: _____ Date: _____

STEP 6: Submit Autoload Authorization Form

Your completed and signed form must reach the ORCA regional mail center by the 20th of the current month to ensure your Autoload for a monthly pass product is processed by the first of the next month.

To complete the requested Autoload action, tap your ORCA card at the ORCA card reader.

Mail your completed form to:
ORCA Regional Mail Center
KSC TR-0108
201 S Jackson St
Seattle, WA 98104-3856

- Check here to get a copy of the ORCA Terms of Use.
- Check here to get a copy of the ORCA Privacy Statement.

Prices are subject to change.

orcacard.com
888-988-6722 / TTY Relay: 711
Non-English interpreter service: 800-823-9230

Alternate formats are available.

ORCA Product List



E-Purse

E-purse is transportation value stored on your ORCA card and used like cash to pay your fare. The minimum value you can add to your E-purse is \$5. The maximum stored value you can have on your E-purse is \$300.

Regional Monthly Pass/PugetPass

A regional monthly pass lets you travel on all transit services in the region for a specified period of time. Passes are valid on Community Transit, Everett Transit, King County Metro Transit, Kitsap Transit, Pierce Transit and Sound Transit. A regional monthly pass is valid for payment of trip fares up to the value of your pass-available values are shown below.

Monthly Pass

Pass	Purchase Price
\$.50 PugetPass	\$18
\$.75 PugetPass	\$27
\$1.00 PugetPass	\$36
\$1.25 PugetPass	\$45
\$1.50 PugetPass	\$54
\$1.75 PugetPass	\$63
\$2.00 PugetPass	\$72
\$2.25 PugetPass	\$81
\$2.50 PugetPass	\$90
\$2.75 PugetPass	\$99
\$3.00 PugetPass	\$108
\$3.25 PugetPass	\$117
\$3.50 PugetPass	\$126
\$3.75 PugetPass	\$135
\$4.00 PugetPass	\$144
\$4.25 PugetPass	\$153
\$4.50 PugetPass	\$162
\$4.75 PugetPass	\$171
\$5.00 PugetPass	\$180
\$5.25 PugetPass	\$189
\$5.50 PugetPass	\$198
\$5.75 PugetPass	\$207
\$10.00 PugetPass	\$360

Regional Day Pass

Good for adult fares up to \$3.50 when loaded on an ORCA card. For eligible senior, disabled, low income or youth riders, the pass is good for fares up to \$1.75. The Regional Day Pass is valid on Community Transit, Everett Transit, King County Metro Transit, King County Water Taxi, Kitsap Transit, Pierce Transit, Seattle Streetcar, and Sound Transit. Additional fare is required for one way trip fare higher than \$3.50 adult / \$1.75 reduced fare. Not valid on Washington State Ferries, King County Metro Access or Kitsap Fast Ferries. Not available for Autoload.

Pass	Purchase Price
\$3.50 Regional All Day Pass	\$8
\$1.75 Regional All Day Pass - Senior/Disabled*	\$4

* Requires a Regional Reduced Fare Permit (RRFP) youth or low income ORCA card.

Agency Passes and Products

Agency passes are accepted as payment on designated systems only as listed below.

Everett Transit	Purchase Price
Everett Transit Monthly Reduced Fare Pass*	\$9.00

Kitsap Transit	Purchase Price
Kitsap Transit Full Fare Pass	\$50.00
Kitsap Transit Reduced Fare Pass*	\$25.00
Kitsap Transit Worker/Driver Full Fare Pass	\$97.00
Kitsap Transit Reduced Fast Ferry Only Pass*	\$84.00
Kitsap Transit Fast Ferry Only Pass	\$168.00
Kitsap Transit Bus/Fast Ferry Pass	\$196.00
Kitsap Transit Reduced Bus/Fast Ferry Pass*	\$98.00

King County Metro Transit	Purchase Price
Metro Monthly Access Pass**	\$63.00
Metro Monthly Vanpool/Transit One Zone Pass	\$99.00
Metro Monthly Vanpool/Transit Two Zone Pass	\$117.00

Pierce Transit	Purchase Price
Pierce Transit All Day Pass - Adult	\$5.00
Pierce Transit All Day Pass - Reduced*	\$2.50
Pierce Transit Summer Youth Pass (Valid 6/1-8/31)*	\$36.00
Pierce Transit Reduced Fare Monthly Pass***	\$63.00

Washington State Ferries	Purchase Price ‡	
Routes	Monthly Pass†	Multi-ride
WSF Mukilteo-Clinton	\$65.45	\$40.90
WSF Vashon Island (1)	\$70.60	\$44.10
WSF Fauntleroy-Southworth	\$83.40	\$52.10
WSF Port Townsend-Coupeville	\$87.40	\$54.60
WSF Central Sound (2)	\$107.70	\$67.30
WSF Anacortes-San Juan Islands	N/A	\$88.65

- * Requires a Regional Reduced Fare Permit (RRFP), youth or low income (Kitsap Transit Services only) ORCA card.
- ** Requires King County Metro Access Eligibility, and Access ID. Valid on Sound Transit's ST Express bus, Link light rail and Sounder trains. Not valid for Business Accounts.
- *** For registered Pierce Transit SHUTTLE passengers. Also valid on Pierce Transit buses. Requires a RRFP or youth ORCA card.
- † Monthly passes provide 31 rides in a specified calendar month on the specified route. WSF passes cannot be added to youth or RRFP ORCA cards.
- ‡ Multi-ride tickets provide 10 rides. Valid for 90 days from date of purchase on specified route.
- (1) WSF Vashon Island = Fauntleroy/Vashon, Southworth/Vashon, & Pt Defiance/Tahlequah.
- (2) WSF Central Sound = Seattle/Bainbridge/Bremerton & Edmonds/Kingston.