



Milwaukee County Transit System Transit Plus Bus Pass Form Instructions

Please use the enclosed Order Form to request Milwaukee County Transit System (MCTS) bus fares.

When completing a MCTS Bus Pass Form for iLIFE, the following applies:

1. Select the **Auto Renew** checkbox if you want your funds to automatically renew each month.
2. Fill out the **Service Month**
3. **Participant Name** should be the person to contact if there are any questions about the claim.
4. Enter the **Transit Plus Client ID number**.
5. Enter the **last 8 digits of the WisGo ID number**.
6. **Rate** is the amount billed per unit.
7. **Billed Amount** is the Rate multiplied by the number of units.
8. We are transitioning from individual transit tickets to bus passes (WisGo card).

This is optional—if you prefer to continue as before, **10 Fare bundles still equals one book of transit tickets which is equivalent to 10 rides**.

Example:

- **10** Fare bundles = 1 book of transit tickets (10 Rides total)
- **20** Fare bundles = 2 books of transit tickets (20 Rides total)
- **1** Fare bundle = 1 single ride total

9. Any unused funds will roll over from month to month on your **WisGo card**.

Please submit the completed form to IRIS.Claims@iLIFE.org.

After submitting this form:

1. Our Vendor Claims department will receive your order.
2. If you select the **Auto Renew** check box, your order will be automatically be added to your WisGo card every month. This means you do not need to send an order every month. If you do not select Auto Renew, you must send in an order every month.
3. We will process your claim within the running pay period.
4. If you need to change your monthly supply or WisGo Card number, please reach out to your Iris Consultant (IC) to submit an updated monthly order form.
5. Notice: if you loose your WisGo card you must update the card number and submit a new claim form.
6. iLIFE will process your order and submit to MCTS.

If you have any questions or need help, please call iLIFE at 1-888-800-5599.

**Milwaukee County Transit System (MCTS)
Transit Plus Bus Pass Order Form**

Auto Renew:

Service Month: _____

Service Code: T2003

Ordering Information

Participant Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____ - _____

Transit Plus Client ID#: _____

Last 8 Digits of WisGo ID#: _____

Transit Plus Bus Fares (Passes):

Number of Fare bundles: _____ x Price \$ 35.00 = Total \$ _____

Participant/Guardian Signature: _____

Date: _____

TRANSIT