



## Valley Transit (Appleton) Transit Order Form

Please use the enclosed Order Form to request Valley Transit tickets.  
Instructions for completing and submitting the form are below.

### Instructions:

1. Write the Service Date.
2. Print the Participant Name, Address, Phone Number, and Email Address.
3. Complete the number of items (ticket, pass, new WisGo card or lost card) requested.
4. Multiply each item by the cost per ticket (\$4 or \$2) or pass (\$60 or \$40) as appropriate. Please keep the Participant's budget in mind.
5. Write the total amount.
6. Write in participant's account number.
7. Sign and date the form.
8. Mail, email, or fax the completed and approved order form to:

**Mail:** iLIFE  
P.O. Box 80439  
Milwaukee, WI 53208

**Email:** IRIS.Claims@iLIFE.org

**Fax:** 920-832-2113

After iLIFE receives the order form, the process is as follows:

1. The approved order form is checked against the Participant's budget.
2. iLIFE sends payment for the items to Valley Transit.
3. Valley Transit will load fixed-route fare funds onto the WisGo card.
4. Participants can view their account balance at [umopass.com](http://umopass.com).

Note: Riders will not be notified by Valley Transit when funds are loaded to their accounts. They are encouraged to register their accounts at [umopass.com](http://umopass.com) to check their balance.

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



## Valley Transit (Appleton) Transit Order Form

**Service Date:** \_\_\_\_\_

**Service Code: T2003**

### Ordering Information

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: ( \_\_\_\_\_ )

### Fixed Route:

#### Non-Reduced Fare Riders:

Daily max: \$4 x \_\_\_\_\_ day(s) = \_\_\_\_\_ (Amount to load on card)

Monthly Pass: \$60 x \_\_\_\_\_ month = \_\_\_\_\_ (Amount to load on card)

#### Reduced Fare Riders:

Daily max: \$2 x \_\_\_\_\_ day(s) = \_\_\_\_\_ (Amount to load on card)

Monthly Pass: \$40 x \_\_\_\_\_ Month = \_\_\_\_\_ (Amount to load on card)

Total amount to be loaded to WisGO Card: \$ \_\_\_\_\_

One time purchase of new WisGo Card: \$2 x 1 = \$ \_\_\_\_\_

Lost Card: \$5.00 (lost card fee) x 1 = \$ \_\_\_\_\_

Participant Account Number (back of card, below barcode – second set of numbers only) \_\_\_\_\_

Specialized Transportation	Number of Rides/ Month	Agency Rate Per One Way Ride	\$ Amount of Order
ADA/Valley Transit II		\$30.00	

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Participant/Guardian Signature)