

Maine Turnpike Authority

E-ZPASS BUSINESS ACCOUNT APPLICATION INSTRUCTIONS

CHOOSING THE RIGHT PLAN FOR YOUR BUSINESS

The Maine Turnpike *E-ZPass* Business Program offers three convenient options to suit a variety of business needs: a **Prepaid Plan**, a **Postpaid Plan** and a **Prepaid/Postpaid Combination Plan**. Choosing the right *E-ZPass* plan for your business will be important to help you get the most out of your new *E-ZPass* Business Account. Please take time to review the plan descriptions below before completing the enclosed application.

Prepaid Business Plan

This is a prepaid plan for businesses of all sizes. It allows vehicles in your fleet to have tolls deducted from a prepaid balance. Your drivers don't have to worry about carrying cash for tolls or saving receipts.

HIGHLIGHTS

- Good for travel on the Maine Turnpike and any other *E-ZPass* compatible facility.
- Tolls are deducted from a prepaid balance that is periodically replenished.
- Your business receives standard *E-ZPass* discounts when traveling on the Maine Turnpike.

Postpaid Business Plan

This is the traditional business plan featuring monthly billing and volume discounts for Maine Turnpike travel only. The Postpaid Business Plan must be secured with a minimum *\$5,000 surety bond.

HIGHLIGHTS

- Good for Maine Turnpike travel only.
- Billed at the end of each month for tolls incurred on the Maine Turnpike.
- Secured with a minimum *\$5,000 surety bond.
- Receive a volume discount for Maine Turnpike travel. (Please see "Volume Discount Chart" in the *E-ZPass* Terms and Conditions)

Prepaid/Postpaid Combination Plan

This is our most flexible *E-ZPass* business account option. It features monthly billing and volume discounts for Maine Turnpike travel and a prepaid plan for travel on other *E-ZPass* facilities.

HIGHLIGHTS

- Good for Maine Turnpike travel, as well as travel on other *E-ZPass* compatible facilities.
- Tolls on *E-ZPass* compatible facilities outside of Maine are deducted from your prepaid balance.
- Receive a volume discount for Maine Turnpike travel. (Please see "Volume Discount Chart" in *E-ZPass* Terms and Conditions)
- Postpaid portion of the account must be secured with a minimum *\$5,000 surety bond.

*** Amount is subject to periodic review**

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Please read the following instructions carefully as you complete your application. You'll find your *E-ZPass* Business Account Application and all other necessary forms enclosed in this information packet. You also will need the following items:

- License plate numbers and vehicle registration information for vehicles in your fleet
- A calculator

If you have any questions, call our *E-ZPass* Business Department toll-free at 1-888-MTA-PASS (1-888-682-7277), **Monday - Friday, 8 a.m. to 5 p.m.**

Section 1

BUSINESS ACCOUNT HOLDER INFORMATION

Please provide all information requested, including full, legal name of the business, mailing and street addresses of your business. Be sure to list your company's actual business address, even if your mail is not delivered there. **Note:** if you are an individual opening and account for a Recreational Vehicle or other dual wheel six tired vehicle a Business name is not required. Account Holder's name is acceptable.

Section 2

***E-ZPass* BUSINESS PLAN SELECTION**

Circle the appropriate plan for your business: Prepaid, Postpaid or Prepaid/Postpaid Combination. For a complete description of plans, please review the first page of these instructions.

Section 3

VEHICLE REGISTRATION FORM

Please use the Vehicle Registration Form enclosed to complete this section. This information will enable the Maine Turnpike to accurately administer your account and protect you against unauthorized charges and violations. Please provide the following registration information for all vehicles using your *E-ZPass* account.

- State where the registration was obtained
- License plate type (e.g., Apportioned, Commercial, Combination, Passenger Car, Lobster, Veteran etc.)

If you are uncertain of a vehicle's plate type, please check your vehicle registration document.

- License plate number

All businesses must complete and return this worksheet with their application. If you need additional space to list all the vehicles on your account, please copy this form, and enclose all completed forms with your *E-ZPass* Business Account Application. **Note:** Apportioned, Commercial and Passenger Car are the only acceptable plate types for any out of state plates (other than Maine).

Section 4

TAG PURCHASE

All businesses must complete the *E-ZPass* Tag Purchase & Prepaid Balance Worksheet enclosed and return it with your application. Businesses applying for the Postpaid Plan only must complete just the Tag Purchase section of the worksheet. Businesses applying for the Prepaid Plan or Prepaid/Postpaid Combination Plan must complete both the Tag Purchase and the Prepaid Balance sections.

VEHICLE REFERENCE CODES (VRCS)

To assure compatibility between *E-ZPass* toll agencies, all vehicles are identified by a common Vehicle Reference Code (VRC). The VRC is determined by the vehicle's size, weight and number of axles and tires. Using the enclosed Vehicle Reference Code chart, identify the codes that correspond with descriptions of all the vehicles that will be using your *E-ZPass* Business Account and then enter them in the Vehicle Reference Code column on your Tag Purchase & Prepaid Balance Worksheet.

To avoid enforcement violations, be careful not to underestimate the most common configuration of your vehicle when selecting a VRC. **For example, if your vehicle normally operates as a 5-axle tractor-trailer, but occasionally travels without the trailer, be sure to select the VRC for the 5-axle tractor-trailer.**

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TAG TYPE & QUANTITY

There are three types of *EZPass* tags: interior windshield, exterior roof, and exterior license plate. Enter the quantity of interior, roof and license plate tags you wish to order for each VRC group. Most businesses prefer interior windshield tags, because they are easy to install and can be easily transferred between vehicles of the same VRC. Some businesses, however, prefer exterior tags because they cannot be easily removed from a vehicle. Finally, there are a small group of vehicle styles that require an exterior tag for proper performance. A list of Vehicles Requiring Exterior Tags is included.

TAG COST (At no time are Credit Cards accepted for Tag purchases)

For each tag type ordered, multiply across by the price provided to get the cost of tag purchases in each VRC group. Add the column of Tag Costs for all sheets to get the total for all *EZPass* tags ordered. Enter total cost in the space labeled Total Tag Costs at the bottom of the column. If using multiple worksheets, please provide a grand total for all sheets.

For example: 3 interior X \$10 = \$30

MAINE SALES TAX

Maine sales tax will be charged for all tags purchased by Maine businesses, sold at our retail center or shipped by the Maine Turnpike Authority to addresses in Maine. To calculate the Maine sales tax you owe, multiply the Total Tag Costs by 5.5% and enter the amount. **Note:** Businesses who are exempt from Maine sales tax must provide their Sales Tax Exemption Certificate Number or Maine statute reference with your application. Add the Total Tag Costs (for all sheets) and the Maine Sales Tax (for all sheets) and enter the total in the space provided. Also enter this amount (total tags and tax costs) in Section 4 of your *E-ZPass* Business Account Application.

Section 5

PREPAID BALANCE

This section of the Tag Purchase & Prepaid Balance Worksheet must be completed by all businesses applying for the Prepaid Plan or Prepaid/Postpaid Combination Plan. Businesses applying for the Postpaid Plan only are not required to complete this part of the worksheet.

OF AXLES PER VEHICLE FOR THIS VRC

Please enter the number of axles per each vehicle for this VRC group.

For example: A 727 (5 axle tractor-trailer) would enter "5"

OF TAGS ORDERED FOR THIS VRC Enter the total number of interior, roof and license plate tags ordered for this VRC.

For example: 3 interior + 1 roof + 0 license plate = 4 tags ordered per VRC.

TOTAL AXLES FOR THIS VRC Multiply # of Axles per Vehicle for this VRC times # of Tags Ordered for this VRC to get the Total Axles for this VRC.

For example: 5 Axles per Vehicle for this VRC X 4 Tags Ordered for this VRC = 20 Total Axles for this VRC.

PREPAID BALANCE PER VRC

For each VRC listed, multiply the number of axles times \$20.00 and enter the total in this column.

MINIMUM PREPAID BALANCE

To determine your minimum prepaid balance, add your entries in the Prepaid Balance per VRC column and enter the total in the space provided at the bottom of the worksheet. If using multiple worksheets, please provide a grand total for all sheets.

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OPTIONAL HIGHER PREPAID BALANCE

We recommend that your business establish a balance equal to at least one month of tolls to prevent your balance from being overdrawn or to prevent frequent charges to your credit card. Enter either your Minimum Prepaid Balance or an Optional Higher Prepaid Balance of your choice in the space provided and in Section 5 of your *E-ZPass* Business Account Application.

Section 6

INITIAL PAYMENT (Initial payments may not be made with a Credit Card)

Add the Total for Tags Purchased plus Sales Tax entered in Section 4 of the application to the Prepaid Balance entered in Section 5 to get your total initial payment. Please enclose a check and enter the check amount and check number in Section 6 for your Initial Payment. (Make checks payable to: Maine Turnpike Authority)

Section 7

***E-ZPASS* BUSINESS ACCOUNT STATEMENT OPTIONS (**PREPAID PLANS**)**

Detailed printed statements are optional and available on a monthly basis for Prepaid Plan customers. If you choose to receive monthly statements, a monthly fee will be deducted directly from your plan balance. The monthly charge will be \$2.00 for the first eight pages and \$.25 for each page after eight.

Please note: Business customers with Postpaid Plans will receive a free monthly summarized statement for their Postpaid Plan tolls and charges. Detailed monthly Postpaid statements are also available for \$2.00 for the first eight pages and \$.25 for each page after eight.

Section 8

BALANCE REPLENISHMENT OPTIONS

In order to prevent your prepaid plan balance from being overdrawn, Automatic Replenishment payments may be made to your account using a valid credit card. If you choose this option, your balance will be replenished automatically when it reaches 25% of your Minimum Prepaid Balance.

For example: If your Prepaid Balance Amount from Section 5 was \$400, your balance will be replenished and your credit card charged when your plan balance reaches \$100.

AUTOMATIC REPLENISHMENT OPTION

If you choose to have your balance automatically replenished, initial the space next to the “YES.”

MINIMUM REPLENISHMENT AMOUNT

Your Minimum Replenishment Amount is equal to the Prepaid Balance amount you entered in Section 5 of this application.

OPTIONAL HIGHER REPLENISHMENT AMOUNT

We strongly recommend that you establish a replenishment amount based on the tolls and charges you anticipate your business will incur during a month. If you expect your company’s monthly *E-ZPass* tolls and charges to be higher than the Prepaid Balance listed in Section 5, and you want to prevent your balance from being overdrawn or avoid frequent charges to your credit card, you may elect to establish a higher replenishment amount.

MANUAL REPLENISHMENT OPTION

To opt out of the automatic replenishment option, initial the space next to the “NO.” Please remember that you must keep your balance replenished by calling the *E-ZPass* Business Department during normal hours **Monday - Friday, 8 a.m. to 5 p.m.** or by sending in payments.

Please allow 5-7 days for processing if mailing a check.

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Section 9

CREDIT CARD INFORMATION FOR AUTOMATIC REPLENISHMENT

If you have elected the Automatic Replenishment Option for your Prepaid Plan balance in Section 8, please complete this section. **Note: You must provide an authorized signature when selecting Automatic Replenishment.** You must also provide an authorized signature when either disabling Automatic Replenishment or when providing a different credit card number for Automatic Replenishment. **Initial payments may not be made with a credit card**

Section 10

POSTPAID PLAN BOND FORM

Businesses applying for a Postpaid Plan or Prepaid/Postpaid Combination Plan must provide a \$5,000.00 minimum toll surety bond using the enclosed Maine Turnpike Bond Form.

Section 11

OTHER COMPANY CONTACTS

Please include any individuals with your company who are authorized to purchase and cancel tags, as well as individuals responsible for bill payments. No information will be given to anyone not listed as a contact person on any account.

Section 12

AUTHORIZED SIGNATURE

The Authorized Company Contact listed in Section 1 (i.e., the “Account Holder”) must sign and date the application.

SUBMITTING YOUR APPLICATION

Once you have completed the application and the appropriate worksheets and forms, please enclose them along with a check (payable to: Maine Turnpike Authority) for your initial payment in the reply envelope provided and mail to:

Maine Turnpike Authority
E-ZPass Business Department
2360 Congress Street
Portland, ME 04102