

## INTRODUCING THE MAINE TURNPIKE *E-ZPASS* BUSINESS PROGRAM

**J**ust a decade ago, few people would have imagined that they would be able to use a single electronic device to pay tolls without stopping. Now, with *E-ZPass*, Maine Turnpike customers can do just that — and enjoy all the convenience and savings that electronic toll collection has to offer.

The new Maine Turnpike *E-ZPass* program includes all of the features our customers have come to value, as well as exciting new features

— most notably, compatibility with more than 40 other *E-ZPass* facilities. You will find information about the Maine Turnpike *E-ZPass* Business Account options in this booklet.

### WHAT KIND OF BUSINESS CAN BENEFIT FROM *E-ZPASS*?

The Maine Turnpike *E-ZPass* Business Account is designed to serve a wide variety of business needs. We

have plans for both heavy and occasional Turnpike users, for those who travel both in and out of state and those who travel exclusively in Maine. Generally speaking, if your business uses the Maine Turnpike with any frequency, our *E-ZPass* Business Account can probably save your business both time and money. It also will eliminate the need for your drivers to carry cash and collect receipts for toll payments on the Maine Turnpike and other *E-ZPass* facilities.

### A KEY BUSINESS DECISION

The Maine Turnpike would like to serve as your “host” *E-ZPass* agency. However, we encourage you to look carefully at your business travel patterns and determine the *E-ZPass* agency that makes the most financial and practical sense for your company. The easiest solution is to establish an account with a single *E-ZPass* agency and only use the tags issued by that agency for your travel on all participating facilities. Establishing multiple accounts and carrying tags from different agencies in your vehicles is likely to result in confusion, unnecessary charges and, perhaps, violations. There must be only one readable tag in your vehicle.

## 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 (Please refer to "Maine Turnpike Toll Rate Chart" enclosed.)

### Postpaid Business 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 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 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, 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 and is billed monthly.

# E-ZPASS BUSINESS ACCOUNT APPLICATION INSTRUCTIONS

**P**lease read the following instructions carefully as you complete your application. You'll find your *E-ZPass* Business Account Application and other information you will need in the pockets of this booklet. 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, 7:30 a.m. to 4 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. *E-ZPass* tags cannot be shipped to post office boxes.

## 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 page 2 of this application booklet.

## Section 3

### VEHICLE REGISTRATION FORM

Please use the Vehicle Registration Form in the pocket of this booklet 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, Government, 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.

## Section 4

### TAG PURCHASE

All businesses must complete the *E-ZPass* Tag Purchase & Prepaid Balance Worksheet enclosed in the pocket of this booklet 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 Vehicle Reference Code chart enclosed in the pocket of this booklet, 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

## E-ZPASS BUSINESS ACCOUNT APPLICATION INSTRUCTIONS

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.*

### TAG TYPE & QUANTITY

Enter the quantity of interior, roof and license plate tags you wish to order for each VRC group.

There are three types of E-ZPass tags: interior windshield, exterior roof and exterior license plate. 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 in the pocket of this booklet.

### TAG COST

For each tag type ordered, multiply across by the price provided to get the

cost of tag purchases in each VRC group. *For example: 3 interior X \$25 = \$75.* Add the column of Tag Costs for all sheets to get the total for all E-ZPass 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.

### 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% and enter the amount. Please note: Businesses who are exempt from Maine sales tax must provide their Sales Tax Exemption Certificate Number or Maine statute reference with your other application documents.

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 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 and must simply enter \$0.00 in Section 5 of the Business Account Application.

#### # 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.*

# E-ZPASS BUSINESS ACCOUNT APPLICATION INSTRUCTIONS

## PREPAID BALANCE PER VRC

For each VRC listed for your fleet, multiply the number of axles times \$20 and enter the total in this column.

## MINIMUM PREPAID BALANCE

To determine your minimum prepaid balance, add your entries in the Pre-

paid 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.

## 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 in the space provided and in Section 5 of your *E-ZPass* Business Account Application.

Tag Purchase				Prepaid Balance				
Vehicle Reference Code (VRC)	Tag Type & Quantity	Cost per Tag	Tag Costs	# of Axles per Vehicle for this VRC	# of Tags Ordered for this VRC	Total Axles for this VRC	Cost per Axle	Prepaid Balance per VRC
727	Int. Windshield 3	X \$25 =	\$ 75.00	5	4	20	X \$20 =	\$400.
	Ext. Roof 1	X \$30 =	\$ 30.00					
	Ext. License Plate 0	X \$30 =	\$ 0.00					

## Section 6

### INITIAL PAYMENT

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. Enter this amount in Section 6 for your Initial Payment.

Please enclose a check for this amount and write the check number in the appropriate space. Initial payments may not be made with a credit card.

## 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. For more information, please refer to Maine Turnpike *E-ZPass* Business Account Terms and Conditions, Section 47.

Please note: Business customers with Postpaid Plans will receive a free monthly summarized bill for their Postpaid Plan tolls and charges. Detailed monthly bills are available for an additional monthly fee. For more information, please refer to the Maine Turnpike *E-ZPass* Busi-

ness Account Terms and Conditions, Section 47.

## 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 (or Optional Higher Prepaid Balance).

*For example, if your Prepaid Balance Amount from Section 5 was \$400, your balance will be replenished and your credit card charged*

# E-ZPASS BUSINESS ACCOUNT APPLICATION INSTRUCTIONS

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 (7:30 am – 4 pm, M-F) or sending in pay-

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

## 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. Please note: You must provide an authorized signature when selecting Automatic Replenishment.

## Section 10

### POSTPAID PLAN BOND FORM

Businesses with current Transpass Commercial Plans do not need to complete this form until it is time to renew their surety bond.

However, if you are a first-time business customer applying for a Postpaid Plan or Prepaid / Postpaid Combination Plan, you must provide a toll surety bond on a Maine Turnpike Bond Form. To obtain a copy of this form, please call the Maine Turnpike *E-ZPass* Business Department, 1-888-MTA-PASS (1-888-682-7277).

## 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 pay-

ments.

## 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 with a check for your initial payment in the reply envelope provided and mail to:

Maine Turnpike Authority  
*E-ZPass* Business Department  
430 Riverside Street  
Portland, ME 04103