



Washington County Shared Ride Taxi

Agency Card Authorization Form

Rev. 11-2023

Date Request Submitted:

Agency Information

Fiscal Employer Agency:

Consultant Agency: Phone:

Consultant:

Participant Information

Participant Name:

Address:

City: State: Zip:

Participant Phone Number:

Authorized Number of Rides:

In-County at **\$15.00** per ride:

Cross-County at **\$17.00** per ride:

Authorized Service Dates:

Delivery

- To participant via U.S. Mail
- To participant via Taxi Driver
- To Agency

estimated pick up date:

person authorized to pick up cards:

Please email requests to Charles.cofta@washcowisco.gov. Please allow one week for processing.



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Please use the enclosed Order Form to request Washington County Shared Ride Taxi punch cards. Follow the instructions below.

Instructions:

- 1. Write the date the request was submitted*
- 2. Enter the Fiscal Employer Agency Name*
- 3. Enter the IRIS Consultant Agency Name*
- 4. Write the IRIS Consultant Name*
- 5. Print the Participant Name, Address and Phone Number*
- 6. Enter the number of one-way rides within Washington County (@ \$15/ride)*
- 7. Enter the number of one-way cross county rides (between Washington and Ozaukee County @ \$17/ride.*
- 8. Write the Service Dates*
- 9. Mark the delivery Method*
- 10. Email/Mail/Fax to the Fiscal Employer Agency*

FEA Process after receiving the Order Form:

- 11. The FEA verifies the order form against the participant's budget.*
- 12. The FEA sends payment for the passes to Washington County Transit and emails copies of the order forms to charles.cofta@washcowisco.gov*
- 13. Washington County Transit receives the payment.*
- 14. Washington County Transit distributes tickets per the Order form.*