

# Centre Area Transportation Authority (CATA)

108 E. Beaver Ave. State College, PA 16801

## Ordering a OnePass Renewal by Mail

Availability of a CATA OnePass by mail is subject to the following:

- You must have previously purchased a CATA OnePass within the last year and wish to renew your pass for a minimum of one full month.
- You must complete and return this form, to the address shown above, each time you order a pass by mail. Payment (check, money order or credit card information) must be included. Checks must include local address and phone number.
- CATA must receive the form and payment at least 10 business days in advance of the start date of the pass, so that it can be processed and returned to you by the start date. We are not responsible for delays in your receipt of the pass. If you receive your pass after it becomes valid, we will not be able to refund any portion of the cost, so please allow as much time as possible when sending your request and provide a complete current address to which the pass should be mailed.
- Pass records are periodically deleted from our computer, or may be lost if computers malfunction. Therefore, we do not guarantee the ability to reproduce your pass. Upon receipt of your order, we will call if we no longer have your records, and you will need to come to the office for a new pass. Please provide a daytime phone number where you can be reached for this purpose.
- If your personal check is returned for insufficient funds, your pass will be deactivated immediately and we will not accept your personal checks in the future either in the mail or at our offices.
- If you do not receive your pass within a reasonable time, you must contact CATA immediately. If a replacement pass is required, you may need to pick it up at the office to assure timely receipt.
- As with all passes, those ordered by mail are not transferable or refundable for any reason.

---

**PLEASE PRINT LEGIBLY:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Complete Local Address: \_\_\_\_\_

Current/Previous OnePass Number (7 digits): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Passes are issued for one or more months. Enter below the full date on which you wish your pass to start and the total number of months you would like to purchase (i.e.-Start Date 2/15/16; Total # of Months=2; would give you a pass valid through 4/14/16)

Pass Start Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Total # of Months: \_\_\_\_\_  
month/date year

---

*\*For current OnePass rates, please visit our website [www.catabus.com](http://www.catabus.com) or call our office 814-238-2282\**

Payment Type: (circle one): Check                      Credit Card                      Money Order

Amount enclosed/authorized: \$ \_\_\_\_\_ Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ VISA \_\_\_ Mastercard \_\_\_ Discover \_\_\_ 3 Digit Code (on back of card): \_\_\_\_\_

Zip code of card holder: \_\_\_\_\_ Chip in card: \_\_\_yes \_\_\_no

---

Signature (for credit card orders, the signature must be exactly as it appears)

Name as it appears on credit card

*By signature above, I agree to all terms listed above and, if a credit card order, authorize CATA to charge my credit card the amount shown.*