

What is the Low-Income Monthly Transit Pass?

- It is a discounted monthly adult transit pass for Calgarians with incomes lower than 75% of the Low-Income Cut Off (LICO) set by the Federal Government (see box below).
- This program is based on combined **family/household** income.
- It allows eligible participants to purchase **one** Low-Income Monthly Transit Pass each month.

How much does it cost?

- It costs approximately one half of the price of a regular Adult Monthly Transit pass.

How do I qualify?

You must:

- be a resident of Calgary at the time that you apply or when you renew your application. You must present proof of Calgary residency by presenting a Utility, Telephone, or Cable Bill that shows both your name and Calgary address.
- be 18 years old or older
- provide **valid** photo identification
- have a **family¹ income** lower than the amount in this chart:

Size of family ¹	Total before tax (gross) ² income must be less than:
1 person	\$16,977.75
2 persons	\$21,136.50
3 persons	\$25,984.50
4 persons	\$31,548.75

Size of family ¹	Total before tax (gross) ² income must be less than:
5 persons	\$35,782.50
6 persons	\$40,356.00
7 or more persons	\$49,930.25

<http://www.statcan.gc.ca/pub/75f0002m/2011002/tbl/tbl02-eng.htm>

- (¹) **Family** includes all people living together at one address related by blood, marriage, adoption, or common-law.
 (²) Total before tax (gross) income is shown on line 150 of your 2010 or 2011 income tax "Notice of Assessment" or "Notice of Reassessment".

How do I prove my family income?

- When you apply for the pass, you must include your 2010 or 2011 "Notice of Assessment" or "Notice of Reassessment" with your application. After filing your annual tax return with Revenue Canada you will receive a "Notice of Assessment" in the mail. For more information please call Revenue Canada at **1-800-959-8281**.
- You must also provide the 2010 or 2011 "Notice of Assessment" for each family member 18 years old and over that lives with you and is listed on your application form.
- **NOTE: The Revenue Canada "Notice of Assessment" or "Notice of Reassessment" is the ONLY proof of income accepted.** Tax return summaries will not be accepted.
- If you have children, you must show their Alberta Health Care card.
- If you are an AISH recipient, please see the information below and Section 2 on the Application/Renewal Form.

What if I am receiving AISH benefits?

- Fill out the application form. Provide your most recent photo identification and Health Benefits card with the "x" classification at the start of your recipient card number. Once you have been approved, you may purchase a Low Income Monthly Transit pass at any designated location (see next page). You do not need to reapply each year.

How do I apply?

STEP 1: Complete the attached Application/Renewal Form.

STEP 2: Either you, your legal guardian, or trustee must apply **in person** and **bring** the following:

1. The **completed** application form
2. 2010 or 2011 Revenue Canada **Notice of Assessment** or most recent **Health Benefits card** with "x" classification (**For AISH recipients ONLY**)
3. 2010 or 2011 Revenue Canada Notice of Assessment for **each** family member 18 years and over listed on your application form
4. Alberta Health Care card for children under 18
5. Valid photo identification for applicant and a photocopy of valid photo identification for each family member listed over age 18
6. Provide proof of Calgary address with your name (please see above [How do I qualify?](#)).

APPLY IN PERSON TO: Calgary Transit Customer Service Centre
 (Mail in applications are **Not Accepted**) 224 - 7th Ave S.W.
 10 a.m. - 5:30 p.m. Monday - Friday

NOTE – For registered Access Calgary Customers only, you may apply for the Low-Income Monthly Transit Pass by mailing the same documents listed above with your **Access Calgary registration number**. Please send only photo copies. Original documents will not be sent back. Mail to:

Low Income Monthly Transit Pass Program
 Calgary Transit (DT166)
 PO Box 2100, Station M
 Calgary, AB T2P 2M5

When do I find out if I qualify?

- If the application form is filled out correctly and you bring **all** required documents you will find out immediately if you are approved.
- If you use Access Calgary and have mailed in your application form, you will find out if you are approved within two weeks.

Will everyone in my family get a pass?

- If your application is approved, dependants 18 years and over that live with you and are listed on your application form will be approved.
- If the person applying is an AISH recipient and the Health Benefits card has the “x” classification, all dependants listed on the Health Benefits card who are 18 years or older will also be approved.

When do I reapply?

- You need to reapply annually as your income may change each year. Present last year’s Revenue Canada Notice of Assessment along with your application by **August 31ST** of each year or you will be unable to purchase ongoing monthly low income passes. Applications and renewals are **only** processed at the Calgary Transit Customer Service Centre, 224 – 7th Ave SW, Mon. to Fri., 10 a.m. to 5:30 p.m.
- **NOTE:** Individuals on **AISH** do not have to reapply annually.

Rules of the Low-Income Monthly Transit Pass

- The Low-Income Monthly Transit Pass is for the registered person only. It can not be used or shared by anyone else. This is a non-transferable pass. Failure to comply may result in a fine and suspension for all household members on the Low Income Monthly Transit Pass Program.
- Your name and registration number must be written on the back of the pass.
- You must carry your pass and photo identification with you at all times when using Calgary Transit.
- You may use the Low-Income Monthly Transit Pass on all Calgary Transit public services.
- Lost or stolen pass is not eligible for replacement.
- Access Calgary customers can use the pass for shared-ride services.
- If you do not follow these rules, you may be fined under Transit By-Law 4M81 and will not be able to buy a Low - Income Monthly Transit pass in the future.
- For more information call 403-262-1000 or visit www.calgarytransit.com .

How do I buy my monthly pass?

- When you buy your pass each month, which can be purchased on or after the 15th of the month, you must bring your **photo identification** to one of the places that sell Low-Income Monthly Transit Passes (listed below).
- You may choose someone else (e.g.: a family member) to purchase the pass for you. Their name **must** be listed on your application form in Section 3 (“Designate who can pick up my pass”) and they must present their photo ID to be able to pick up your pass.

PLEASE NOTE: **APPLICATIONS/RENEWALS ARE ONLY PROCESSED AT THE CALGARY TRANSIT CUSTOMER SERVICE CENTRE 224 7TH AVE SW. MONTHLY PASSES ARE SOLD AT ALL FOUR LOCATIONS BELOW. TO AVOID END OF MONTH LINE UPS, PASSES CAN BE PURCHASED ON THE 15TH DAY OF EACH MONTH FOR THE NEXT MONTH’S PASS.**

Participating Locations	Hours of Operation	Payment Types Accepted
Calgary Transit Customer Service Centre 224 7 Avenue SW	10:00 am – 5:30 pm Monday – Friday New & Renewal Low Income Applications processed here. Closed statutory holidays.	Cash, credit card or debit card
City Cashiers, 3 rd Floor, Municipal Building 800 Macleod Trail SE	8:00 am – 4:30 pm Monday – Friday Only monthly passes sold. No applications processed. Closed statutory holidays.	Cash or debit card
Village Square Leisure Centre 2623 56 Street NE	6:00 am – 7:00 pm - Monday – Friday 8:00 am – 11:30 am – Saturday & Sunday Only monthly passes sold. No applications processed. No passes sold on statutory holidays.	Cash, credit card or debit card
Southland Leisure Centre 2000 Southland Drive SW	6:00 am – 7:00 pm – Monday – Friday 8:00 am – 11:30 am – Saturday & Sunday Only monthly passes sold. No applications processed. No passes sold on statutory holidays.	Cash, credit card or debit card

Low-Income Monthly Transit Pass Application/Renewal Form 2011/2012

TS 5310 (R2011-08)

Please read previous "Information Page" carefully & be prepared to present all required documents to Calgary Transit Customer Service Centre 224 - 7th Ave SW Mon. – Fri. 10 a.m. to 5:30 p.m.

Please check one of the following:

- New Applicant**
 Renewal Application

SECTION 1: MY INFORMATION

Last Name		First Name		Middle Initial
Suite/Apt/Unit	Street Address			Postal Code
City CALGARY	Email Address			
Daytime Phone () ()	Cell Phone () ()	AISH Client Number (if applicable)	Access Calgary Number (if applicable)	
Mailing Address (if different from above)				
Previous Mailing Address (if different from above)				

SECTION 2: FAMILY INFORMATION

List **ALL** people living at this address that are **related by blood, marriage, adoption, or living common-law** (including the person applying). Use another sheet of paper if more space is needed.

AISH Applicants must list all dependants over 18 noted on their AISH health benefits card.

Last Name	First Name	Relationship To Applicant	Date of Birth (YYYY/MM/DD)	Place an X mark for children under 18 years of age	TOTAL BEFORE TAX INCOME—from Line 150 (for all residents 18 and over)
1.		YOURSELF			\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
Add up the family income of all people listed and write the number in the box to the right				Income Total	
Office Entry Only – Please note relevant LICO total.			# _____ Family Members		\$

SECTION 3: WHO CAN PICK UP MY PASS.

Only you or those designated below can pick up your pass. Designates must present valid Photo ID to buy a pass.

LAST NAME	FIRST NAME	ADDRESS

The personal information on this form is being collected for a City of Calgary program under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions regarding FOIP, call the Calgary Transit Call Centre at 403-262-1000.

SECTION 4: PERMISSION and SIGNATURE

Please read and sign this section. I give Calgary Transit my permission to check the information in this application.

Signature of Applicant	Date (YYYY/MM/DD)
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SECTION 5: DECLARATION

I _____ declare:
 Applicant Name (please print)

1. That I am the primary applicant and it is my responsibility to inform all members of my household family about the program and the rules concerning non-transferability of the Low-Income Monthly Transit Pass.
2. I have read and shall adhere to the "Rules of the Low Income Monthly Transit Pass" as noted on the back of the attached **Information Page 2011/2012** and as noted on the back of each monthly low income concession pass purchased.
3. Misuse of the Low Income Transit pass may result in loss of eligibility, and may be subject to a fine as defined under Transit Bylaw 4M81.
4. I understand that lost or stolen monthly passes are not eligible for replacement.
5. That the information I have provided for this application is true.

Date _____

Signature of Applicant (or Legal Guardian/Trustee) _____

Office Entry Only:

Photo Identifications Checked
 Yes No

Alberta Health Care Card for Children Checked
 Yes No

Application Approved. Registration # is _____

Declared Before _____
 (Calgary Transit Customer Service Agent Initials)

Proof of Income:

2010 Notice of Assessment received Yes No
 2011 Notice of Assessment received Yes No
 AISH received Yes No

Application Denied

Stn.# _____ Date _____