



**WEST VIRGINIA PARKWAYS AUTHORITY  
COMMERCIAL ACCOUNT APPLICATION  
(Commercial Use Only)**



**I. COMPANY INFORMATION**

Company Name: \_\_\_\_\_  
 Street Address (For billing and shipping purposes): \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Contact Person and Title: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Do you have an existing E-ZPass™ account with another agency? \_\_\_\_\_  
 If yes, please indicate agency(s) name: \_\_\_\_\_

**II. VEHICLE INFORMATION**

Please refer to the manufacturer's transponder mounting instructions to decide which transponder option is best for your equipment. To register commercial vehicles and to register passenger vehicles in your commercial fleet, please complete Page 2. Tags are transferable among vehicles of the same West Virginia Parkways Authority (WVPA) vehicle class. Use of a tag on a vehicle of a different class may result in fees up to \$25 and/or loss of privilege.

**III. TRANSPONDER ORDER SUMMARY**

<p>Please enter the number of interior transponder(s) and/or exterior transponder(s) for your account.</p>	<p>Interior windshield mounted transponder(s): _____          Exterior roof mounted transponder(s): _____          Exterior license plate mounted transponder(s): _____          Total number of transponder(s): _____          Cost for tags: Number of transponder(s) _____ x \$25 = _____</p>
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**IV. TOLL PAYMENT OPTIONS** Check your payment method below (Check box C or D). For customers paying with a check, please include your payment for the tags with your application. Credit card customers' accounts will be charged for the payment of tags. All payment methods include a monthly statement detailing the account transactions occurring during that period. (Make checks payable to: WV Parkways Authority).

**PREPAID** – Your tolls will be deducted from your prepaid account.

**OPTION C - Automatic Account**

**Replenishment by Credit Card:**

You authorize the West Virginia Parkways Authority to replenish your account by automatically charging \$100 to the credit card listed below whenever the balance in your prepaid account falls below \$50. This replenishment amount may be adjusted in order to charge your credit card just once per month.

When your prepaid account balance falls to \$ \_\_\_\_\_ (\$50 minimum) replenish balance in the amount of \$ \_\_\_\_\_ (\$100 minimum)

**OPTION D - Manual Account Replenishment by Cash or**

**Check:**

Your application must be accompanied by a check made payable to West Virginia Parkways Authority for the initial cost of transponders and a \$100 prepay amount, against which the tolls will be debited. You will see a low balance message in the toll lane whenever prepaid account balance falls below \$50. This light indicates that you will need to replenish your account by sending a check or by paying cash at the WVPA Customer Service Center.

**V. CREDIT CARD INFORMATION**

For Security purposes, please provide a daytime phone number in which you may be contacted to obtain the Credit Card Information. Please have available the Credit Card Number, Expiration Date, Name on Credit Card, Billing Address, and Security Code.

\_\_\_\_\_ Contact Person

\_\_\_\_\_ Daytime Phone Number

**VI. CUSTOMER AGREEMENT**

Completion of this form, payment of the required amounts, and the signature below constitute an agreement to use WVPA E-ZPass™ transponder(s) subject to all applicable terms and conditions. I understand that the WVPA E-ZPass™ transponder(s) will allow passage wherever E-ZPass™ is accepted in West Virginia and will have resulting toll charges posted to my WVPA E-ZPass™ account. I also understand that in the event that WVPA E-ZPass™ transponders are usable at E-ZPass™ toll facilities of other toll agencies and I use my transponder(s) to transit other facilities, I authorize West Virginia Parkways Authority to debit my prepaid account to pay for my toll passage at other toll facilities. I further agree that I have read, understand and accept the terms and conditions set forth in this application. I further represent that I am authorized to execute this agreement on behalf of the Company named in Part 1.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Title: \_\_\_\_\_

## COMMERCIAL AND PASSENGER VEHICLE INFORMATION

List all commercial and passenger vehicles for which you want an E-ZPass™ transponder(s). Attach photocopies of this sheet if additional space is needed. The vehicle type selected from the Vehicle Reference Chart should be the most common configuration the tag will be used for. The transponder type should be selected from the manufacturer's transponder mounting instructions.

	License Plate	State	Year	Make/Model	Tag Type <i>(Choose for each vehicle listed)</i>			Vehicle Reference # <i>(From Vehicle Reference Chart)</i>
					Interior	Exterior Roof Mounted	Exterior License Plate Mounted	
Vehicle 1								
Vehicle 2								
Vehicle 3								
Vehicle 4								
Vehicle 5								
Vehicle 6								
Vehicle 7								
Vehicle 8								
Vehicle 9								
Vehicle 10								
Vehicle 11								
Vehicle 12								
Vehicle 13								
Vehicle 14								
Vehicle 15								
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Vehicle 21								
Vehicle 22								
Vehicle 23								
Vehicle 24								

# WVPA E-ZPass™ COMMERCIAL ACCOUNT APPLICATION INSTRUCTIONS

## I. COMPANY INFORMATION

Please complete all items to open a WVPA E-ZPass™ commercial account. All information will be kept confidential in accordance with Terms and conditions of your Agreement.

## II. VEHICLE INFORMATION

You will receive a WVPA E-ZPass™ transponder for each vehicle you list on this application. Each tag will be programmed with the class (vehicle type and number of axles) associated with each vehicle to ensure that the proper toll amount is charged. Tags are transferable among vehicles of the same WVPA vehicle class. Use of a tag on a vehicle of a different class may result in fees up to \$25 per occurrence and/or loss of privilege.

Please provide the requested information for each vehicle listed on the application.

Field	Required Information
License Plate	License Plate Number
State/Province	State/Province of Registration
Year	Year of Vehicle
Make/Model	Name of Manufacturer and Model
Transponder Type	Indicate the type of transponder for each vehicle listed
Vehicle Reference #	Reference # from Vehicle Reference Chart

If you have more vehicles than will fit in section, please photocopy Page 2 as needed and attach it with the application. Be sure to include totals for photocopy pages in appropriate boxes.

## III. TRANSPONDER ORDER SUMMARY

Please enter the number of interior transponder(s) and/or exterior transponder(s) for your account.

Tags are transferable among vehicles of the same West Virginia Parkways Authority (WVPA) vehicle class. Use of a tag on a vehicle of a different class may result in fees up to \$25 per occurrence and/or loss of privilege.

## IV. TOLL PAYMENT OPTIONS

Please identify on the application what toll payment option you would like to follow. All payment methods include a monthly statement detailing the account transactions occurring during that period.

**A. Pre-Paid – Automatic Account Replenishment by Credit Card:** You authorize the West Virginia Parkways Authority to replenish your account by automatically charging \$100 to the credit card listed below whenever the balance in your prepaid account falls below \$50. This replenishment amount may be adjusted in order to charge your credit card just once per month.

**B. Pre-Paid – Manual Account Replenishment by Cash or Check:** Your application must be accompanied by a check made payable to West Virginia Parkways Authority for the total initial cost of transponders and a \$100 prepay amount, against which the tolls will be debited. You will see a low balance message in the toll lane when your prepaid account balance falls below \$50. This light indicates that you will need to replenish your account by sending a check or paying cash at the WVPA Customer Service Center.

## V. CREDIT CARD INFORMATION

If paying by credit card, please provide the Contact Person Name and Daytime Phone Number so you may be contacted to obtain the Credit Card Information.

## VI. CUSTOMER AGREEMENT

Please refer to the enclosed terms and conditions.

### SUMMARY OF COSTS FOR INITIATION

If you would like to discuss various payment options for your account, or need guidance with special account structuring, please call 1-800-206-6222 or visit the WVPA Customer Service Center.

Cost of each Transponder ... \$25.00

### TERMS AND CONDITIONS

Returned check fee ... \$25.00  
Improper tag use administrative fee ... \$25.00  
Violations administrative fee ... \$25.00

### ENROLLMENT

To enroll, send application to WVPA Customer Service Center, 3310 Piedmont Road, PO Box 1469, Charleston, WV 25325-1469 or fax it to (304) 926-3748.  
For more information, call 1-800-206-6222.

**Terms and Conditions**

These Terms and Conditions, together with your application, constitute your West Virginia Parkways Authority (WVPA) E-ZPass™ Agreement. Please read it carefully and keep it for your records. When you open an account and your tag is used, you agree to the following:

**1) Terms**

Failure to comply with this Agreement may result in termination of your account. Failure to pay tolls may result in additional penalties provided for by law including termination of your account.

**2) Tag Use**

- a) Your WVPA E-ZPass™ tag is transferable between vehicles of the same WVPA vehicle class.
- b) Your WVPA E-ZPass™ tag is good wherever you see the E-ZPass™ logo.
- c) You must comply with all applicable traffic laws, regulations, signs, signals, and directions of participating roadways.
- d) As you approach and pass through a toll lane, you will under no circumstances exceed a speed of 5 miles per hour.
- e) You may not assign the obligations or benefits of this Agreement.
- f) The application establishes your WVPA E-ZPass™ account with the West Virginia Parkways Authority. In the event that the WVPA E-ZPass™ tag(s) is used at another E-ZPass™ toll facility you authorize WVPA to debit your WVPA E-ZPass™ account to pay for that toll.
- g) When you use your WVPA E-ZPass™ tag, a non-refundable toll will be charged to your WVPA E-ZPass™ account.

**3) Your Account**

- a) Account balances. No interest will be paid on cash balances in your account.
- b) Replenishment. Periodically your toll use will be reviewed. If your monthly activity is above or below your current monthly payment, your minimum monthly payment will be adjusted accordingly. You will be notified of any changes to your account. Details pertaining to your account will be provided with your tag.
- c) A minimum charge of \$ 100.00 per month has been set for all charge accounts. Any account not averaging \$100.00 per month will be notified for cancellation.

**4) Account Status**

You will receive a statement summarizing all transactions once per month.

**5) Payments**

Method of Payment: Account replenishment must occur when your prepaid toll amount decreases to or below the threshold amount specific to the method of payment you selected. You can replenish your account in one of the following ways:

- a) Credit Card - You can authorize us to automatically charge your credit card the total amount shown in the monthly statement.
- b) Check/Cash - Checks should be made payable to West Virginia Parkways Authority. A returned check fee of \$25 will be charged for each check returned to us. Cash payments must be made in U.S. dollars in person at the WVPA Customer Service Center. See Section 14 for mailing address information. DO NOT SEND CASH IN THE MAIL.

**6) Violations**

Improper use of your WVPA E-ZPass™ tags, improper speeds through toll lanes or failure to pay the proper toll may result in an administrative fee and/or loss of tag privilege. The administrative fee will be in addition to the toll amount and may be up to \$25 per occurrence.

**7) Lost/Stolen or Defective Tags**

You will not be liable for unauthorized tag(s) usage that occurs after we receive written notice from you via mail or fax (304-926-3748). You will be liable for toll charges incurred prior to notification. Please contact the WVPA Customer Service Center if you wish to replace your tag(s). Defective tag(s): If your WVPA E-ZPass™ tag(s) is non-operational for reasons other than abuse or improper use, and the tag(s) is returned to us, we will replace it at no charge to you. Otherwise, you will pay \$25 to replace the tag(s). If your tag is damaged due to defacement you will pay \$25.

**8) Disclaimer**

To the extent permitted by law, we expressly disclaim, any representation or warranty, expressed or implied, relating to the WVPA E-ZPass™ tag including without limitation, any implied or expressed warranty of merchantability, fitness for a particular purpose, or conformity to models or samples. Nor are we liable for any third-party action taken by reason of your use or display of the WVPA E-ZPass™ tag. You agree to indemnify us and hold us harmless from and against any and all damage, loss, cost, expense, or liability relating to, arising from, or as a result of the use or performance of the WVPA E-ZPass™ tag.

**9) Termination**

You may terminate this Agreement at any time by returning your transponder to the address on the front label of your transponder.

**10) Collection Expenses**

You agree to pay all costs, including attorney's fees, incurred by us to collect any monies due under the terms of this Agreement.

**11) Modification**

We may change the Terms and Conditions at anytime: You will be bound by any revised Terms and Conditions provided with your account statement (consistent with the form of statement requested upon application). First use of tag after effective date of new Terms and Conditions will constitute your acceptance. A copy of the revised Terms and Conditions will be mailed to you upon request. The invalidity of any term or terms of this Agreement shall not affect any other term of this Agreement, which shall remain in full force and effect. You agree to inform us, in writing, of any changes to the information provided by you in your WVPA E-ZPass™ application, such as:

- Change in address
- Change in vehicle information
- Change in credit card account status (closed account, maximum credit use)
- Expiration date of credit card account

**12) Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of West Virginia.

**13) Non-Disclosure**

Customer account information will not be disclosed to third parties without your consent, except as permissible by law and our policy.

**14) Inquiries and Correspondence**

Please send application to:

West Virginia Parkways Authority, Customer Service Center, 3310 Piedmont Road, P.O. Box 1469, Charleston, WV 25325-1469. All telephone inquiries may be made toll-free by calling 1-800-206-6222. If using a fax, please dial 304-926-3748.

*\*By signing below, I agree to the terms and conditions included with the application and confirm that I have read, understand and will comply with them.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_