

## EquiPass Customer Information Sheet

### PLEASE KEEP FOR INFORMATION

#### **You could be eligible for the EquiPass Program if:**

- ✓ You are a resident in the City of Ottawa and you, or your family have an income that is below the listed amount
- ✓ You have family members who are not eligible for the Community Pass
- ✓ A child under 18 years of age in a family in receipt of Government Assisted Refugee Program
- ✓ You are a privately sponsored refugee or inland claimant

In order for you and your family members to obtain an EquiPass discount, you must fill out an application, provide required documentation and have your application approved.

#### **You are NOT eligible for the EquiPass if you are:**

- ✗ The primary benefit recipient of Ontario Disability Support Program (ODSP) benefits. You are eligible for a less expensive Community Pass.
- ✗ Currently a person in receipt of transportation benefits from Community and Social Services, including but not limited to Ontario Works benefits. If this changes, you may become eligible.
- ✗ Currently a person in receipt of transportation benefits from the Government Assisted Refugee Program (RAP). After your first year you may become eligible. All children under 18 years of age are eligible.
- ✗ A person 65 years or older. You are eligible for a less expensive Senior 65+ Pass. \* Individuals are only entitled to one fare discount. Seniors who meet the income level entry and benefit more from the EquiPass discount over the senior discount will be assessed upon request on a case-by-case basis.

#### **What do I need to submit with my application?**

The following must be included with the completed application and must be included for all members of the household listed on the application.

#### **Family or Single Applicants:**

- A photocopy of your 2020 or 2021 Notice of Assessment (NOA) from Canada Revenue Agency. ***(Provide copies only - no documents will be returned).***
- Parents or guardians with dependents 17 years and under must provide a copy of the Canada Child Benefit (CCB) or Ontario Child Benefit (OCB) statement.

#### **Applicants who have never filed income tax:**

- If you are aged 18 or 19 or have never filed an Income Tax return, please include:
  - A copy of your most recent three (3) pay stubs for any and all job(s) held in the last 12 months and / or any annual Income Slips (e.g., T4, T4A, or other) you may have received to date

***Note: The EquiPass discount in this circumstance is set for one year. To be considered for an EquiPass after the first year, you will be required to re-apply and provide a Notice of Assessment (NOA) after filing your income taxes for that year.***

#### **Refugees or Newcomers**

- If you are recent refugee/newcomer to Canada, but have not filed a tax return:
  - A copy of your Record of Landing (Citizenship and Immigration Canada (CIC) form IMM 1000) and Sponsorship agreements or payments, including Refugee Assistance Program cheque stubs, if applicable.

- A copy of your Refugee Status Documentation IMM1442 (Forms IMM1263 and 5292 may also be considered).
- A copy of an Ontario Works (OW) or Ontario Disability Support Program (ODSP) benefit stub for the current month.
- If currently employed, a copy of your most recent three (3) pay stubs for any and all job(s) held in the last 12 months and / or any annual Income Slips (e.g., T4, T4A, or other) you may have received to date.
- If you are privately sponsored, a letter from your sponsor/sponsoring group is required to confirm your monthly or annual income.

**Note: The EquiPass discount in this circumstance is set for one year. To be considered for an EquiPass after the first year, you will be required to re-apply and provide a Notice of Assessment (NOA) after filing your income taxes the following year.**

**If the above information does not cover your personal situation, please contact us.**

**If you are unable to provide the documentation above, please contact OC Transpo at [EquiPass@ottawa.ca](mailto:EquiPass@ottawa.ca) or 613-560-5000 for more information. Customers who are Deaf or who have hearing loss can use the relay service offered by their service provider or call 711 with a TTY to contact OC Transpo**

**Where do I send my completed application?**

Application must be in a sealed envelope, addressed to “OC Transpo – Attn: EquiPass Applications”

By Mail:

OC Transpo  
 Attn: EquiPass Applications  
 925 Belfast Road  
 Ottawa, ON K1G 0Z4

By Fax:

613-746-7648

In person:

**OC Transpo Customer Service Centres:**

- Rideau Centre – 3<sup>rd</sup>. Floor
- 925 Belfast Road (use drop box at front)
- Please contact OC Transpo at 613-560-5000 for hours of operations

**City of Ottawa Client Service Centres:**

- City Hall / Laurier (110 Laurier Avenue West)
- Ben Franklin Place / Nepean (101 Centrepointhe Drive)
- Kanata (580 Terry Fox Road)
- Orléans (255 Centrum Blvd.)

**OR contact OC Transpo at 613-560-5000 for other options**

For your own tracking, please record:

Date Application Sent	Method of Delivery or Location of Drop Off
	<input type="checkbox"/> Mail <input type="checkbox"/> Drop Off Location: _____

**Remember to include copies (as applicable):**

- Notice of Assessment (NOA)
- Canada Child Benefit (CCB) or Ontario Child Benefit (OCB) statement
- Most recent three (3) pay statements for all positions held within the last 12 months. Landing
- Document/RAP cheque stub/Sponsor Letter

Did all members of the household 18 years and older sign the application?      Yes       No

## Frequently Asked Questions:

### What is an EquiPass?

The EquiPass is a discounted pass or single ride fare available to persons whose income is below the Low Income Cut Off (LICO) set by the Government of Canada.

### Can the EquiPass be shared?

No. The EquiPass is not transferable. Each member of the family must have their own EquiPass discount set on their own individual Presto card. Only one EquiPass discount is allowed per person and duplicates will be cancelled.

### How do I know if I am eligible for the EquiPass discount?

The family income for the household must be below the low-income level set annually by the Government of Canada. The chart below is an example of the 2020 LICO levels.

#### ***Income Eligibility based on 2020 LICO Rates:***

<b>Family size</b>	<b>2020 Annual net</b>
1 person	\$22,060
2 persons	\$26,849
3 persons	\$33,433
4 persons	\$41,710
5 persons	\$47,495
6 persons	\$52,673
7 or more persons	\$57,852

### I am over 18 but live with my family or parents, am I eligible?

You can apply and be considered. Adult children living at home or other household members 18 and over must apply separately and are considered separately.

### What if we are two families or have non-family members living in the same house?

Family members residing at the same address include parent(s), spouses and any dependents 17 years and under. If there is another family or relatives residing at the same house, separate applications must be completed. Single adults over 18 living in the same household must complete their own application.

### How do I get my EquiPass discount?

If you are applying for the Presto discount for the first time, a new Presto card with the EquiPass discount will be sent to you at no charge and you will be required to register the Presto card within 30 days of receipt.

If you are renewing your EquiPass discount, please provide the Presto card number registered in your name, and the EquiPass discount will be set up for you remotely. If your current Presto card has been lost, you will need to purchase a new unregistered Presto card for \$6 (minimum funds load may be required, depending on location) and transfer your old card information, including registration, to the new card prior to applying and ensure the new Presto card number is on your application so that the discount can be set remotely.

### How do I load an EquiPass discount that was sent to me remotely?

You must query or use your Presto card within 30 days of being notified that the discount is being loaded. You can query your card at various locations, including an OC Transpo Ticket Machine, at a Shoppers Drug Mart / Loblaws / Real Canadian Superstore, at an OC Transpo Customer Service Centre or select City of Ottawa Client Service Centres, or you can tap your card to pay a fare on any OC Transpo bus or O-Train.

### I am a Para Transpo customer, how do I get my EquiPass discount?

When you fill out your application, please ensure that the Para Transpo customer number for each eligible family member is included. If you use ParaPay, the EquiPass program office will notify Para Transpo and have the EquiPass discount applied to your account. If you use both Para Transpo and OC Transpo, you will need to follow the directions above to apply the discount to your Presto card.

### How long is my EquiPass discount valid for?

Your EquiPass discount will be valid for around two years based on your birthday. Some applicants with limited documentation will need to renew after one year when they obtain an income tax Notice of Assessment. Your EquiPass expiry date will be set out in the approval letter you receive from OC Transpo. You can also view your expiry date on your account online at [prestocard.ca](http://prestocard.ca).

Revised: Dec.2021

**Do I need a Presto card?**

If you are riding on buses or O-Train, yes. The Equipass discount is only available on Presto. For Para Transpo customers, the discount can be also set on your ParaPay account.

**Why do I have to register my Presto card?**

Because the Equipass discount is non-transferable, you are the only person who can use your Presto card. So, you must ensure that your Presto card is registered before applying, or, if you get a new card, is registered within 30 days of the discount being set. If your card is not registered and it has an Equipass discount applied, it may be cancelled.

**How long does it take to get my Equipass discount?**

The application approval process time is currently a minimum of 30 business days (or approximately six (6) weeks) once your application is received. Higher volumes may cause longer approval times at certain times of year (such as in April). For mailed applications, please allow extra delivery time for those applications.

**I have not received a reply. What do I do?**

You can contact [equipass@ottawa.ca](mailto:equipass@ottawa.ca) or 613-560-5000 to check on the status of your application. Customers who are Deaf or who have hearing loss can use the relay service offered by their service provider or call Bell Relay at 1-800-855-0511 to contact OC Transpo Please do not contact us before 30 business days (or approximately six (6) weeks) after your application was sent.

# EquiPass Application and Consent Form

January 2022



Part 1 – Primary (Main) Applicant Information – Please print			
Name of Primary (Main) Applicant:		Application Reference #: (OC Transpo Use Only)	
Street Address:	City / Province:	Telephone Number:	
Unit / Apt #:	Postal Code:	Primary:	Work <input type="checkbox"/>
		Alternate:	Cell <input type="checkbox"/>
Mailing Address (if different from above):		Postal Code:	E-mail Address:
What is the best way to contact you?			
<input type="checkbox"/> E-mail <input type="checkbox"/> Phone <input type="checkbox"/> Mail			

## Household (Family) Composition

- All family members (spouse/partner and/or children 17 years and under) must be included on this application along with all required documents.
- Income verification will be based on the number of parents and dependent children under 18 in the family.
- If more than one family or an adult child resides in the household, a separate application form should be submitted per family or adult child.
- Single adults must file a separate application.
- If you have more than 6 people in your household (family) please add an additional page and provide all required information for each applicant.

Applicant #	Name of Household Member	Relation to Primary Applicant	Date of Birth (dd/mm/yyyy)	Annual NET income (line 236 of Notice of Assessment [NOA])	Supporting Documents Submitted (NOA or pay stubs or CCB)	Applying for an EquiPass? <i>If yes, if you have a registered Presto card, please provide the card number</i>
1		I am the primary (main) applicant, and I am over 18 years old		\$		<input type="checkbox"/> Yes – Presto # 312401 _____ <input type="checkbox"/> No
2		I am the spouse/common-law of the primary applicant		\$		<input type="checkbox"/> Yes – Presto # 312401 _____ <input type="checkbox"/> No
3		<input type="checkbox"/> Child (17 years or under) <input type="checkbox"/> Other _____		\$		<input type="checkbox"/> Yes – Presto # 312401 _____ <input type="checkbox"/> No
4		<input type="checkbox"/> Child (17 years or under) <input type="checkbox"/> Other _____		\$		<input type="checkbox"/> Yes – Presto # 312401 _____ <input type="checkbox"/> No
5		<input type="checkbox"/> Child (17 years or under) <input type="checkbox"/> Other _____		\$		<input type="checkbox"/> Yes – Presto # 312401 _____ <input type="checkbox"/> No
6		<input type="checkbox"/> Child (17 years or under) <input type="checkbox"/> Other _____		\$		<input type="checkbox"/> Yes – Presto # 312401 _____ <input type="checkbox"/> No
7		<input type="checkbox"/> Child (17 years or under) <input type="checkbox"/> Other _____		\$		<input type="checkbox"/> Yes – Presto # 312401 _____ <input type="checkbox"/> No
8		<input type="checkbox"/> Child (17 years or under) <input type="checkbox"/> Other _____		\$		<input type="checkbox"/> Yes – Presto # 312401 _____ <input type="checkbox"/> No

**Part 2 – Describe Your Current Situation**

1. Is anyone in your household/family new to Canada in the last 18 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	1 (a). If yes, please provide supporting documents, including but not limited to Landing Documents, Refugee Assistance Program (RAP) pay stubs, or other payment statements.		
			1 (b). If yes, do you currently receive transportation allowance from the Government of Canada Refugee Assistance Program (RAP)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Is anyone in this application a Para Transpo client?		<input type="checkbox"/> Yes <input type="checkbox"/> No	2 (a). Please provide all applicable Para Transpo client numbers.		
Applicant #:	Para Transpo ID:	Applicant #:	Para Transpo ID:	Applicant #:	
Do you need help to communicate with us?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide an alternate contact below.		
Alternate Contact Name:		E-mail address:	Day Telephone Number:	Relationship to Applicant(s):	

**Part 3 – Declaration, Consent to Verify Information, and Agreement to EquiPass Program Terms and Conditions**

<p>By signing, all applicants age 18 and older acknowledge that the City of Ottawa retains sole discretion to approve or deny any application and:</p> <ol style="list-style-type: none"> <li>Confirm that the information provided on this form and supporting personal financial documents are true, complete and accurate;</li> <li>Consent to OC Transpo exchanging personal financial information with the City of Ottawa Community and Social Services Department, the Ministry of Community and Social Services, the Government of Canada, the Government of Ontario or any agency, ministry or department of any of the foregoing for the sole purpose of determining and verifying eligibility for an EquiPass; and</li> <li>Agree to the EquiPass Program Terms and Conditions below.</li> </ol> <p><i>The information collected on this form is necessary for the proper administration of the EquiPass program. The EquiPass fare category was approved by Council on December 14, 2016 and authorized under Section 8 and Schedule "C" to the City of Ottawa Transit By-law 2007-268, as amended. Information collected will be used to determine initial and ongoing eligibility for EquiPass, administer EquiPass services, and enforce EquiPass Terms and Conditions. All personal financial documents provided in support of this application will be destroyed after the application is processed. If you have questions about the EquiPass program or the collection/retention of personal information, please contact Customer Service at 613-560-50000 or by e-mail at <a href="mailto:EquiPass@ottawa.ca">EquiPass@ottawa.ca</a>.</i></p> <p>Customers who are Deaf or who have hearing loss can use the relay service offered by their service provider or call 711 with a TTY to contact OC Transpo.</p>	<p><b>EquiPass Program Terms and Conditions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The EquiPass is for the sole use of the registered user and is not transferable.</li> <li><input type="checkbox"/> The EquiPass user must have in their possession and be prepared to present valid photo identification upon request.</li> <li><input type="checkbox"/> EquiPass must be loaded on a PRESTO card registered to the eligible customer(s).</li> <li><input type="checkbox"/> EquiPass Applicants are responsible for ensuring that all members of the household are aware of these terms and conditions and shall notify the EquiPass program by e-mail at <a href="mailto:EquiPass@ottawa.ca">EquiPass@ottawa.ca</a> or by phone at 613-560-5000 or in person prior to purchasing an EquiPass monthly pass if there is a change in address or change in personal or family circumstances that may impact program eligibility including a change in income.</li> <li><input type="checkbox"/> Duplicate applications or pass purchases or failure to register a card will result in cancellation of additional passes or Presto cards and may result in revocation of EquiPass eligibility status.</li> <li><input type="checkbox"/> Failure to comply with these terms and conditions or providing incomplete/inaccurate information when applying or renewing an EquiPass may result in loss of eligibility for the EquiPass program, cancellation of the Presto card(s), and/or a fine under City of Ottawa Transit By-law 2007-268 as amended.</li> </ul> <p><i>Accessible formats and communication supports are available on request.</i></p>
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Applicant #	Print Name	Signature	Date
1			
2			