



## Affordable Pass Program – Application Form

Please refer to the information below before submitting your application for processing.

### HOW TO APPLY

Please ensure applicant Information is completed in full, and information is included for all household members. Submit proof of household net income with completed application(s). All household members earning an income should provide proof of income. Please provide photocopies, or printed copies, as original documents will not be returned.

Accepted proof of income documentation includes:

- Canada/Ontario Child Benefit notice (CCB/OCB)
- Notice of Assessment (NOA) for the current base tax year (line 23600)
- Goods & Service Tax/Harmonized Sales Tax (GST/HST) Credit notice
- Ontario Trillium Benefit (OTB) notice
- Ontario Works (OW) monthly benefit statement

Please note that all household members must be listed on proof of income.

**ODSP Recipients** are automatically approved to the program (please supply documentation).

A Letter of Endorsement from a professional, agency, or organization may be used in the circumstance that the applicant is unable to provide the required supporting documentation for their P2P application.

### ELIGIBILITY

The Affordable Pass Program is currently available for Windsor-Essex residents that are living with low income. Proof of income is required for the most recent tax base year for every member of a household. Household net income is less than Statistics Canada's Market Basket Measure (MBM) thresholds (current as of 2023):

Household Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8+ Persons
Income Level	\$25,711	\$36,360	\$44,532	\$51,421	\$57,490	\$62,978	\$68,024	\$72,720

### FUNDING DETAILS, RESTRICTIONS, & PARAMETERS

- Funding availability is based on a first-come, first-serve basis.
- Individuals 60 years of age and older do not qualify for the program as they receive a discounted rate.
- International students, post-secondary students and foreign workers are not eligible.
  - Note: Exceptions apply across municipalities. For further information, residents must contact their local Transit department.
- Affordable access is available per eligible person for a twelve (12) month period from the date of program approval.
- Responsibility for informing their municipal service provider of changes to financial, residency or other circumstances pertaining to the Affordable Pass Program (APP) application and eligibility is the responsibility of the program participant. The program participant must notify their municipality of changes within thirty (30) days of the change taking effect. If the program participant fails to inform the service provider of these changes, the service provider reserves the right to terminate eligibility for the program.
- Program eligibility is non-transferrable between individuals.
- Purchased passes are only for use by the registered program participant to whom the pass has been issued. Passes cannot be sold, transferred, traded, given away or shared with anyone else.
- All approvals will be determined by the local Transit department and are subject to local demands and budgets.

### RENEWALS

- Residents must reapply each year with updated documents.
- To renew program eligibility, residents must renew at their local Transit department.

### INSTRUCTIONS

Please ensure each section of the application is completed in full and income documentation is included with your application. Submit applications to Transit Windsor in person or by mail to:

**Windsor International Transit Terminal**  
300 Chatham Street West, Windsor, Ontario, N9A 0A8

### CONTACT INFORMATION

For any questions, please contact Transit Windsor by phone or email:

Phone: 519-944-4111 | Email: [transitapp@citywindsor.ca](mailto:transitapp@citywindsor.ca)





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The Affordable Pass Program (APP) provides a 49% discount toward the purchase of a 30-Day bus pass for eligible Windsor-Essex residents living with low income. Households/families must meet the MBM requirement to qualify for the discount. Eligible families pay 51% of the pass cost (including HST if applicable) and are required to provide proof of household income.

### Applicant Information

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

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Marital Status:  Single  Married/Common Law  Divorced/Separated Number of Household Members: \_\_\_\_\_

Are you renewing an application?  Yes  No, I am a new applicant

**Please complete the below information for all household members, including spouse and dependants:**

Last Name please print clearly	First Name	Date of Birth (MM/DD/YYYY):	Age	Student (Y/N)	School Name (if applicable)

How did you hear about the Affordable Bus Pass Program?

- Bus Ad
- Ontario Works Office
- Poster
- Radio/TV/Newspaper
- Bus Schedule Ad
- Word of Mouth
- Website (Please specify): \_\_\_\_\_

What will be the main use of the Affordable Bus Pass?

- Work
- School
- Medical
- Leisure
- Other: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Spouse/Partner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Office Use Only

Income Documentation Provided (e.g., NOA, OW, etc.): \_\_\_\_\_ Net income: \_\_\_\_\_ Family Size: \_\_\_\_\_  
Approved Application:  Yes  No Date Authorized: \_\_\_\_\_ Valid From: \_\_\_\_\_

The personal information collected on this form is being collected under the authority of the Sandwich, Windsor and Amherstburg Railway ACT (SW&A). This information will only be used for the purpose of processing and evaluating the Affordable Pass Program (APP).

