



## Application for a Corporate Bee Card (if paying on account)

### How to apply for your Corporate Bee Card and annual ticket

As your organisation is part of the Metrolink corporate scheme, the application form must be completed in full prior to uploading it (in a jpeg format), along with a photograph of yourself to support an on-line application for a **Corporate Bee Card**.

The corporate smart card must be requested through the **Bee Card** portal [beenetwork.com/Bee-Card](http://beenetwork.com/Bee-Card). Please click through the corporate ticket section.

Once the corporate smart card has been approved, the smart Metrolink annual ticket will be issued and you will need to touch in at any of the smart readers on stop to activate your ticket.

You have 2 weeks to activate your ticket.

The **Corporate Bee Card** is free of charge and expires 13 months from the date of issue. You need to renew your corporate smart card each year to continue to be entitled to a discounted annual ticket. Please don't request a corporate smart card more than 28 days before you need your Metrolink annual ticket to start.

### Using your Bee Card

You will need to comply with the requirements of the **Bee Card** smart ticketing scheme. This will include:

- When travelling on Metrolink, holding your **Bee Card** to the touchplate of a smart reader when you begin and finish your journey;
- Present your card when requested to any Transport for Greater Manchester or transport operator official during your journey.
- Please take care of your **Bee Card**, as damaged or defaced cards will not be accepted and may be confiscated.

- Never allow others to attempt to use your **Bee Card** as this may result in the card being confiscated.
- Replacement cards will be charged for.
- The photograph on your card must be a true and current likeness.
- All annual tickets are valid for 12 months from purchase. Your **Bee Card** is valid for 13 months to allow ticket processing time. The expiry date on your **Bee Card** is different to your ticket expiry date. Please check both dates before renewal.

**Do not attempt to use an out of date card.**

### Annual corporate ticket prices

	Annual anytime travelcard	Annual corporate with 10% discount
Any one zone (1, 2, 3 or 4)	£416	£374.40
Two zones (1+2)	£676	£608.40
Two zones (2+3 or 3+4)	£592	£532.80
Three zones (1+2+3)	£967	£870.30
Three zones (2+3+4)	£769	£692.10
All zones (1+2+3+4)	£1,154	£1,038.60