

## Metra Commuter Station 300 Town St. Wheeling

Four new "pay to park" machines are being installed near the station. Once these new machines are installed the old parking debit cards will no longer be valid and cannot be used.

Refunds for current Wheeling Debit cards will be accepted until **June 2009**

Village of Wheeling staff will be on hand during the morning commutes on **Tuesday February 3rd, Wednesday February 4th and Thursday February 5th** to assist you and answer any questions you may have.

Remember to get an early start because there will be longer than usual lines until everyone becomes familiar with the new machines.

## It's really easy.

The automated pay stations are clearly marked with simple instructions; however, you might want to allow a little time to get used to the system.

## Here's how it works

After parking your car, take note of your parking space number.

This brochure will help guide you through the payment process and options as well as provide you with some helpful hints for using the new system.



- 1) **Enter your space number.**
- 2) **Insert bills or coins {if using a credit card, insert card and remove} then press VALUE button.**
- 3) **Take receipt.**

## Debit card refund

Please provide your information below and submit this form along with your old debit card by mail (ADDRESS BELOW) or in person, to the Finance Dept at Village Hall. **No immediate refund will be issued.** Please allow 3 – 4 weeks for processing. A check will be mailed to the address provided on this form.

**Thank you for your cooperation.**

Please fill in all fields

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( )  
Phone \_\_\_\_\_

Card number {staff use only} \_\_\_\_\_

Amount \_\_\_\_\_

Signature \_\_\_\_\_

Please allow 3-4 weeks for processing.

Refunds will be accepted until **June 1st.**

## VILLAGE OF WHEELING

255 West Dundee Road  
Wheeling Il. 60090  
Attention: Angela Peters

Phone: (847) 459-2600

E-mail: [parking@wheelingil.gov](mailto:parking@wheelingil.gov)



**RATE = \$1.50 DAILY**

**CASH**

**CREDIT  
CARD**

**1 ENTER SPACE NUMBER  
AND PRESS "ENTER"**

**2 INSERT BILLS  
AND/OR COINS**

**INSERT CARD  
AND REMOVE  
PRESS VALUE  
BUTTON**

**3 TAKE RECEIPT**

**NO CHANGE OR REFUNDS GIVEN**



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### Important things you should know

- The automated pay boxes accept coins, bills and personal debit/credit cards, but **DO NOT** give change.
- You should keep all receipts
- If you enter a wrong space number, press the **RED** button, then enter the correct space number.
- If you do not receive a receipt with the current date and parking space number on it, the transaction didn't process prop-

erly and you will be cited for a parking violation.



#### REMEMBER

If you receive a citation, you must retain your receipt with valid date, time and space number.

## VILLAGE OF WHEELING METRA COMMUTER STATION

# Announcing New pay to park machines

