

## Metra Commuter Station 300 Town St. Wheeling

### 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.**

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.

### 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

2 Community Boulevard  
Wheeling, IL 60090  
Att: Angela Peters

Phone: (847) 459-2600

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





**RATE = 1.75 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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2 Community Boulevard  
Wheeling, IL 60090

Attention: Angela Peters  
Phone: (847) 459-2600  
Email: [parking@wheelingil.gov](mailto:parking@wheelingil.gov)

**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-



**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**

