

Toll Tag- Purchases and Payments

Purchasing New Toll Tags

New toll tags can now be purchased with a Purchasing Card (P-Card).

Toll tags purchased with a P-Card must only be installed on Baylor owned or leased vehicles.

The university does not mandate purchase of toll tags nor have a preference on the type of tag purchased ([TxTag](#), [NTTA](#), or [HCTRA EZ Tag](#)). All three options provide an easy tolling solution for travel in Texas, Oklahoma, and Kansas, as well as toll discounts for tag use.

Tag Management:

1. When an online account is created, you can manage multiple vehicles/tags with one account. A tag will be assigned to each vehicle. You may be asked to prepay a fee for each vehicle, which will be applied as a credit towards your account.
2. The individual within your department that oversees the Voyager Gas Card program should oversee the Toll Tags account. This helps to ensure one point of contact for fleet needs, avoids payment issues, and assists with auditing and safeguarding. If you are unsure who this is, reach out to the University Card Program Administrator or University Fleet Services.
3. Opt-in to emailed statements to save on mailing fees and potential late fees.
4. Tags are not transferrable- when a vehicle is sold or transferred to a new department, the tag must be deactivated. Additionally, if a license plate changes or office location moves, the online account information must be updated for accurate, timely billing.

Once tags are received, they must be affixed to the corresponding vehicle and used for business travel only.

Existing Invoices:

Existing toll statements can be paid via P-Card. To do so:

- Log into the online account/create an online account using the vehicle information on the statement. If an account already exists for your department, add the vehicle on the statement to the existing account. You can manage multiple vehicles/tags on one provider account.
- Update the account/vehicle address to your One Bear Place mailing location.
- Opt-in to emailed statements.

If you've been notified that you have outstanding toll by mail charges on a general university statement, please contact the toll provider to make the payment for the specific vehicle. Once the payment is made, an online account can be created.

Contact

TxTag Customer Service 1-888-468-9824	NTTA Customer Service 817-731-6882 972-818-6882	HCTRA EZ Tag Customer Service 281-875-3279
University Card Program Administrator 254-710-8637 Purchasing_Card@baylor.edu	University Fleet Services 254-710-6490 Fleet@baylor.edu	