

Transit Benefit Program Guide

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Introduction

Transit Subsidy Benefit Program Overview

The Agency, under Executive Order No. 13150, Federal Workforce Transportation, and the Federal Employees Clean Air Incentives Act of 1993 (5 U.S.C. 7905), provides a non-taxable transit subsidy to qualified employees to encourage the use of public transportation when commuting to and from work. The subsidy will be approximately equal to but not exceeding the employee's commuting cost, including parking fees, not to exceed the maximum level allowed by law (26 U.S.C. 132 (f)(2)) (Executive Order 13150).

The Agency is under an interagency agreement with the Department of Transportation (DOT) to administer the transit subsidy benefit program. The agreement is three prong (regulatory compliance; monitoring controls; and, recordation and reporting) to ensure proper administration. DOT's TRANServe Division executes the following tasks under the Agreement:

- processes transit subsidy benefit applications and provide needed support to program participants,
- disburses the transit subsidy and maintain a records of disbursements, and
- provides administrative reports to the Agency.

Eligibility

The transit subsidy program is offered to all office employees. Employees who meet the following criterion are eligible to apply for the subsidy benefit.

- Use mass transportation to commute to and/or from work.
- Does not receive mass transportation benefits from other sources.
- Does not participate, directly or indirectly, in the Agency's parking program and/or have a parking permit, reserved or unreserved.

Eligible Expenses

The transit subsidy may only be used toward the cost to commute via public transportation or vanpool. Public Transportation is defined as transportation provided in a mass transit vehicle or commuter highway vehicle, including: Rail (subway, commuter, light), and Bus (transit authority, commuter). A qualified vanpool is a highway vehicle that seats at least six adults and one driver. At least 80% of total mileage is used to transport the riders to and from work. The number of riders must be at least 50% of the adult seating capability, not including the driver.

Parking expenses incurred at the commuter lot to use public transportation or vanpool are eligible; employees should include the parking cost in the monthly subsidy calculation.

Benefit Distribution

TRANServe will electronically distribute the benefit to program participants via fare media on a monthly basis.

- **SmarTrip® Card** - A SmarTrip® card will be offered for Washington Metropolitan Area Transit Authority mass transit commuters in the Central Office and Region II. Upon initial enrollment, Washington Metropolitan Area Transit Authority mass transit commuters will be eligible to receive full reimbursement for the purchase of a SmarTrip® card to be registered under the TRANServe Program. Funds are available to participants on the 1st day of the benefit month.
- **TRANServe Debit Card** - Participants outside of the Central Office and Region II, or commute using a method where SmarTrip® fare media is not accepted, will be offered a TRANServe debit card. Funds are available to participants on the 10th of the preceding benefit month to allow participants to enough time to procure commute passes for the next month.

Once fare media is distributed, you are responsible for its safekeeping. Lost, stolen or damaged fare media will not be replaced.

Lost, stolen or damaged SmarTrip® cards may be replaced. Employees may contact Metro via a sales office or online at www.wmata.com.

For lost, stolen or damaged Debit Cards, contact JP Morgan Chase at UCARD Center (<https://ucard.chase.com>)

Required Training

Employees must complete the required Integrity Training prior to enrollment, and will have to self-certify that the training is complete. Employees will be required to take the Integrity Awareness Training and re-enroll on an annual basis to continue in the program.

Additional Resources

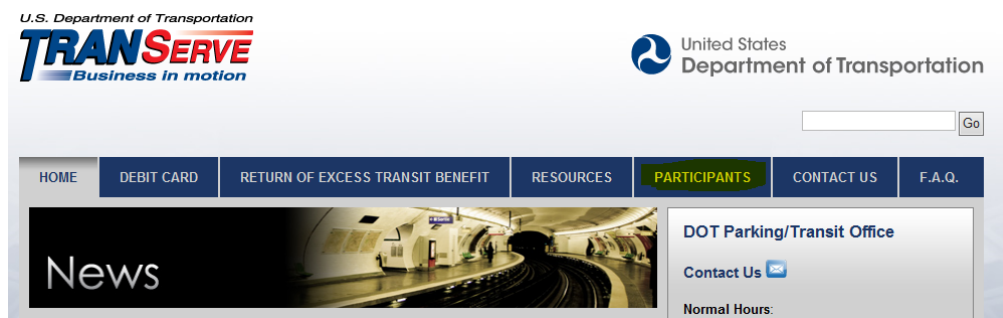
Enrollment procedures are further described in this guide; and, additional resources and information are located on NCUA Central under OFCO, Travel. Resources are also available at TRANServe.dot.gov. Once you arrive at the landing page, navigate to the Participants site, then select NCUA to obtain specific Agency program information.

Applicant – Enroll, Certify, Withdraw, or Change Information in the Transit Benefit Program

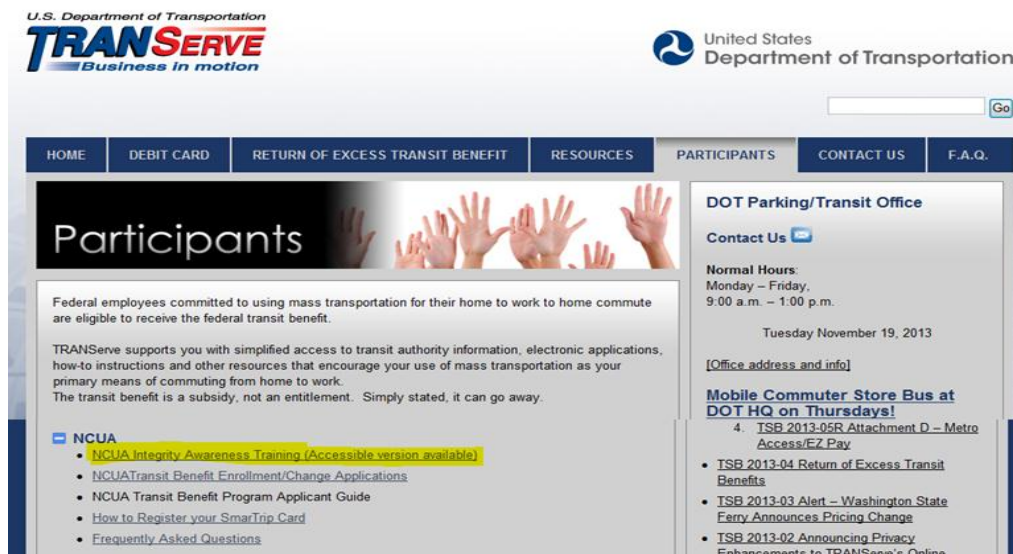
1. Complete Transit Benefit Integrity Awareness Training
Access: [Integrity Awareness Training](#)
2. Obtain an Agency-issued SmarTrip® card and Register the SmarTrip® card
3. Get your Employee ID Number
4. Go to the [TRANServe Website](#) and Create an Account (first time user only)
5. Log into the [TRANServe WebApp](#)
6. Change Password
7. Choose Action
8. Complete the Transit Benefit Expense Worksheet
9. Complete the Transit Benefit Application

1. Complete Transit Benefit Integrity Awareness Training

- Log on to <http://transerve.dot.gov/>
- Click on “Participants”



- Click on “NCUA”
- Click on “NCUA Integrity Awareness Training”



Complete the training and retain the certificate for your records.

2. Obtain an Agency-Issued SmarTrip® Card and Register the SmarTrip® Card

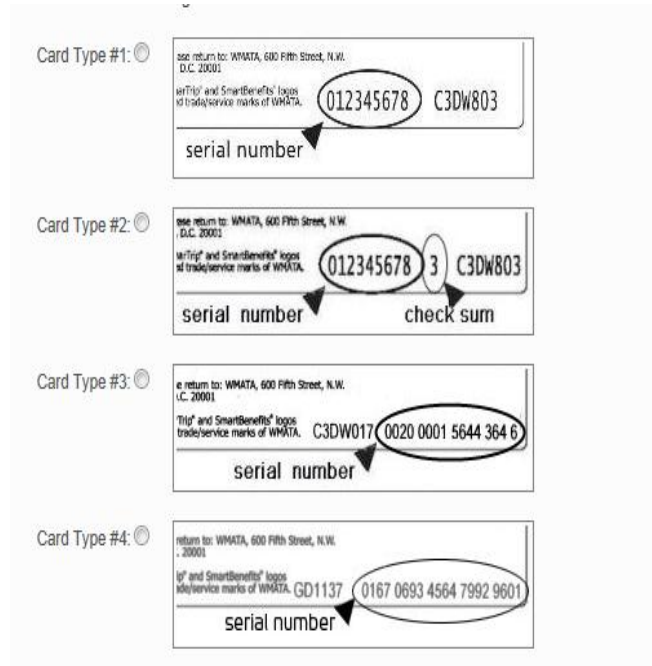
SmarTrip® card use is mandatory for all participants in the Central Office and Region II who ride Metrorail, Metrobus and all Washington regional bus systems including ART, CUE, DASH, DC Circulator, Fairfax Connector, PRTC OmniRide, Ride On and The Bus.

- A. Obtain an Agency Issued SmarTrip® Card** – This is a reloadable electronic fare card. Using a reloadable card supports the government’s initiatives to support and improve the environment.
 - a. Cards are obtained from the Office of the Chief Financial Officer. You will need this card when completing your enrollment application. Please contact _OCFO Mail to obtain this SmarTrip® Card.

- B. Create a Personal Account to register your SmarTrip® Card** – You must register your SmarTrip® card with WMATA in order to receive your transit benefit electronically. Registration may take up to 48 hours to be reflected in the WMATA system. An additional benefit of registering your card is to protect the funds on the card. If lost or stolen you may cancel the card. If you replace your SmarTrip® card, you can transfer the funds to a card.

- C. Register your SmarTrip® Card here:**
<https://smartrip.wmata.com/Account/AccountLogin.aspx>

You must indicate the type of card by matching the serial number on the back with these patterns:



TIP 1: If your SmarTrip® (or CharmCard) serial number is fewer than nine (9) digits, you need to add zeros to the front to make it nine (9) digits.

Still have Questions about the SmarTrip® Card?

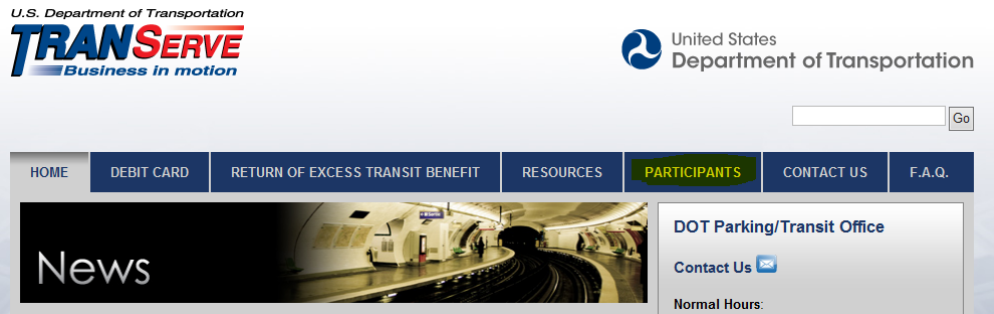
To Contact WMATA

Call: 202-637-7000

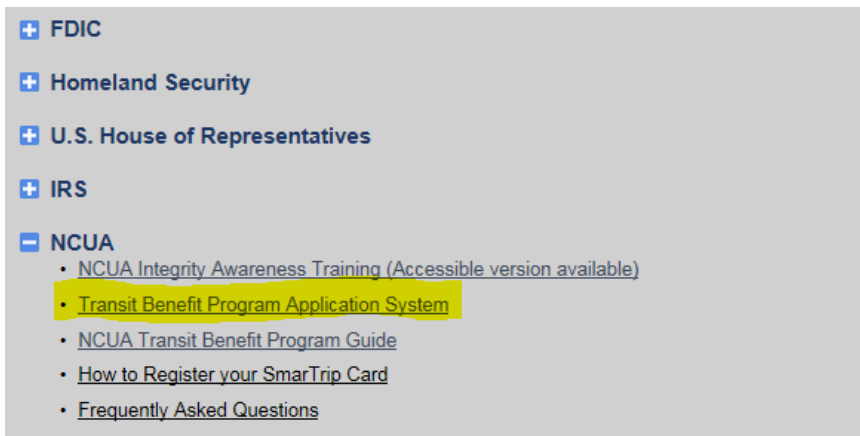
Email: smartrip@wmata.com

Web Inquiry: http://www.wmata.com/about_metro/contact_us/ridercomment.cfm

3. **Get your Employee ID Number** – if you do not know your employee ID number, it can be found on your computer front screen in the lower right corner.
4. **Go to the [TRANServe Website](http://transerve.dot.gov/) and Create an Account (first time user only)**
 - Log on to <http://transerve.dot.gov/>
 - Click on “Participants”



- Click on “NCUA”
- Click on “NCUA Transit Benefit Program Application System”



- Use your NCUA email address to register
- **FIRST TIME ONLY** – Click “Register” to create an account

The image shows a login and registration form. At the top is a "LOG IN" header. Below it are two input fields: "*User Name:" and "*Password:". To the right of the password field is a blue link for "Forgot Password?". Below the input fields is a "Log In" button. At the bottom of the form, there is a link for "NOT REGISTERED YET?" followed by a "Register" button. A red arrow points to the "Register" button.

- Complete the registration form
- Enter your NCUA email address to create your User Name

- “NCUA” will auto-fill in the Agency/Mode box
- Click “Register”

ACCOUNT INFORMATION

*User Name:

*First Name:

Middle Name:

*Last Name:

*Agency/Mode:

Phone Number:

A temporary password is emailed to you. Use it to login.

5. Log into the [TRANServe WebApp](#)

- Type in your User Name and Temporary Password
- Click “Log In” to return to the Home Screen

LOG IN

*User Name:

*Password:

[Forgot Password?](#)

NOT REGISTERED YET?

****WARNING**WARNING**WARNING**WARNING**WARNING****

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1) You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.

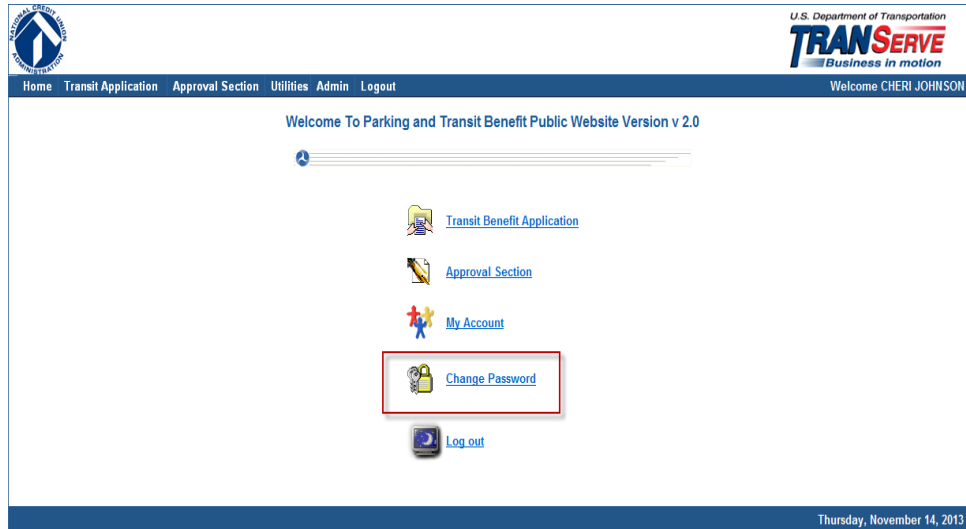
2) At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system.

3) Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

****WARNING**WARNING**WARNING**WARNING**WARNING****

6. Change your Password

- Select “Change Password”



- Complete the Change Password form – password requirements are shown
- Click “Submit”
- “Password Changed!” will be displayed

CHANGE PASSWORD

*Current Password:

*Create New Password:

*Reenter New Password: ←

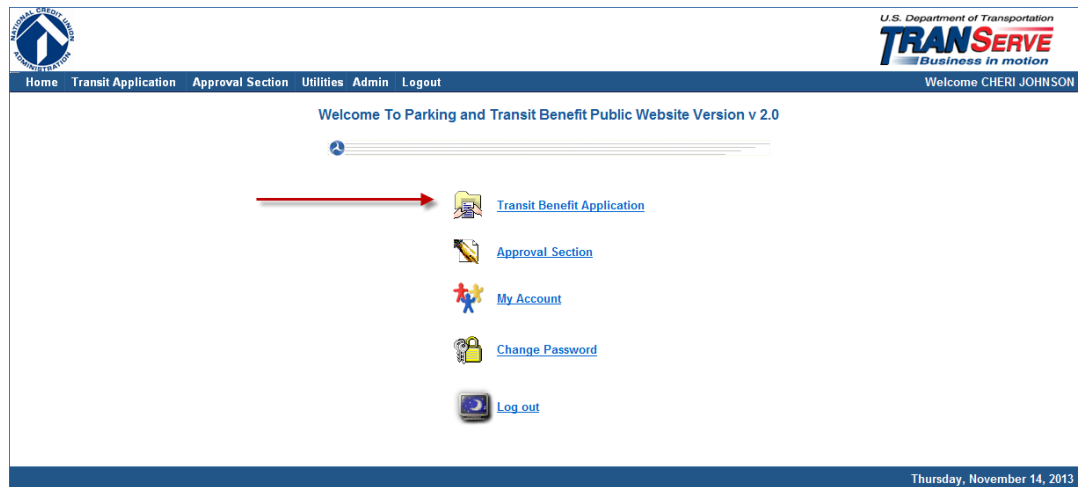
*Create a Hint:

A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.

- Click “Home” on the blue task bar to continue



This is the Home Screen:

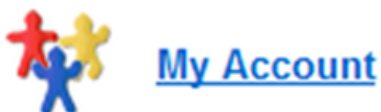


7. Choose Action

To request information about the application system, submit a no-expense-change to your address, report a new SmarTrip Card® number, enroll for the first time, recertify your existing Transit Benefit or withdraw from the Program, Select:



To update your Name, Username, phone number or email address Select:

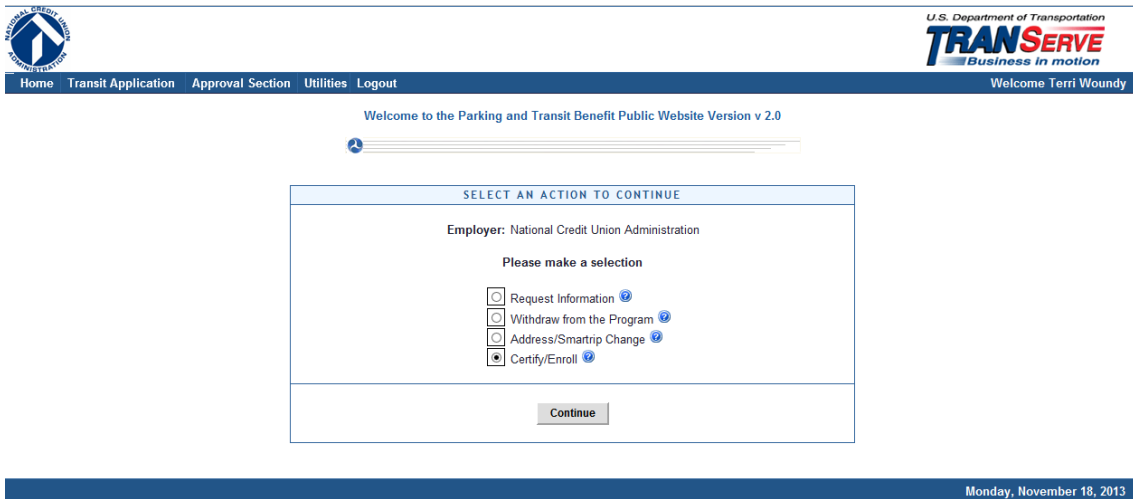


To Change your Password Select:



[Change Password](#)

Choose “Certify/Enroll” to begin the Transit Benefit Application



The screenshot shows the Transit Benefit Public Website interface. At the top left is the National Credit Union Administration logo. At the top right is the U.S. Department of Transportation TRANSERVE logo with the tagline "Business in motion". Below the logos is a navigation bar with links: Home, Transit Application, Approval Section, Utilities, Logout. On the right side of the navigation bar, it says "Welcome Terri Woundy". Below the navigation bar, the main content area displays "Welcome to the Parking and Transit Benefit Public Website Version v 2.0". A search bar is visible. The central focus is a box titled "SELECT AN ACTION TO CONTINUE" with the following content:

Employer: National Credit Union Administration

Please make a selection

- Request Information
- Withdraw from the Program
- Address/Smartrip Change
- Certify/Enroll

At the bottom of the box is a "Continue" button. The footer of the page shows "Monday, November 18, 2013".

Click “Continue”

Read the terms and conditions of the Transit Benefit Program:

WARNING !
<p>This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.</p> <ul style="list-style-type: none">- I certify that I am employed by the U.S. Federal Government.- I certify that I am not named on a federally subsidized parking permit with any other federal agency.- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.
<input type="button" value="I Agree"/> <input type="button" value="I Do Not Agree"/>

You must agree to the terms and conditions of the Transit Benefit Program to proceed.

Click “I Agree” to proceed to the application and expense worksheet.

8. Complete the Transit Benefit Expense Worksheet:

- 1) Read the Plain Language Reminder and Worksheet instructions.
- 2) Specify Reason for Certification (dropdown box)
- 3) Select your transportation method(s).

*Reason for Certification:

*Select your transportation methods:

Bus
 Rail
 Other Method
 Vanpool


Civilian/Military:
 Work Status:

- 4) Select “Civilian/Military” from drop-down menu.
- 5) Select your work status from drop-down menu
- 6) Provide expense breakdown details
 - a. Enter company name
 - b. Daily or monthly expense
 - c. Number of days you *routinely* work in a month
 - i. Be sure to factor in telework and compressed work schedules.

Complete these steps for every transportation method (i.e., bus and rail). The Total Monthly Expense value automatically calculates across and down.

Method of Transportation		Daily Expense	Days per Month	Monthly Expense
Bus to Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Bus from Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>

10. Complete the Transit Benefit Application:

- Identifier: Enter your Employee ID
- Work Phone: Unless directed otherwise enter your desk phone number
- Common Identifier: Enter your Employee ID
- Agency: Auto-fills from your registration information
- Region: That which best pinpoints your duty station
- Admin: Choose “NCUA” from drop down box
- Work Information: Physical address of your duty station
- Residence Information: Physical address from which you commute to work each day
- Approving Official: Select your direct supervisor from the list.
- Manager/Fund Certifier: Select either person from list.
- Point of Contact: Select based on duty station
- Manager Phone: Enter the phone number of your direct supervisor
- SmarTrip® card number: Enter number or “NA”. Click “

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TRANSIT BENEFIT PROGRAM APPLICATION

*Identifier:

Name:
(Last) (First) (Middle Name)

Email Address: *Work Phone:

*Common Identifier:

NATIONAL CREDIT UNION ADMINISTRATION

*Select Your Agency/Mode: *Region:

*Admin:

*I certify that my usual **monthly commuting costs** are:

WORK INFORMATION

*Work Address:

*Work City: *Work State: *Work Zip:

RESIDENCE INFORMATION

*Address:

*City: *State: *Zip:

*Approving Official: [Select...](#) *Point of Contact: [Select...](#)

*Manager/Fund Certifier: [Select...](#) Manager Phone:

*SmartTrip Card Number:

Comment for Agency Approvers:

PRIVACY ACT STATEMENT:
This notice is provided pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a: This information is solicited under authority of 5 U.S.C. § 7905. Furnishing the information on this form is voluntary, but failure to provide all or part of the information may result in disapproval of your request for a public transit fare benefit. The principal purposes of the information are to facilitate timely processing of your request, to ensure your eligibility for transit benefits, and to prevent misuse of the funds involved. This information may be disclosed to the Department of Transportation to perform its duties under an interagency agreement. The information may also be used for production of listings and reports and for periodic review or revalidation of transit benefits. Other routine uses are published in the Federal Register at 65 F.R. 19476 (April 11, 2000).

You will receive email notifications as your application for the Transit Benefit Progresses through the process.

Note: Once you are enrolled in the Transit Benefit Program, a fourth option permits you to Withdraw.

Welcome to the NCUA Transit Benefit Program:

- Use your Transit Benefit
- Protect Your Transit Benefit!

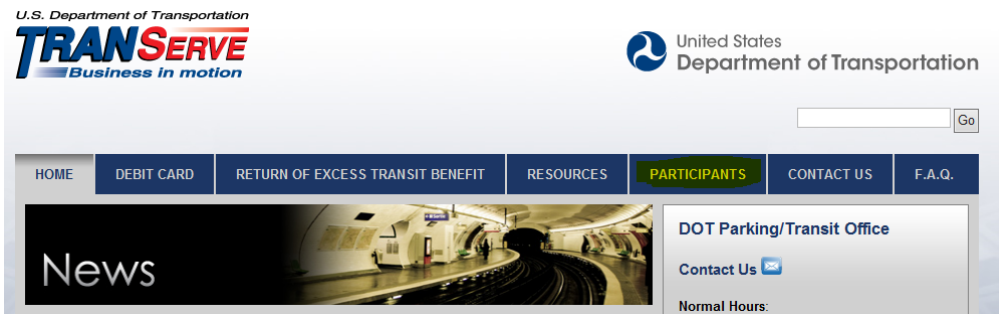
Remember, anytime the amount you receive exceeds the amount you need to commute to and from a federal workplace you must return those funds to your agency. Leave them on your card. The system will sweep them back for you.

Approver – Take Action on Pending Applications

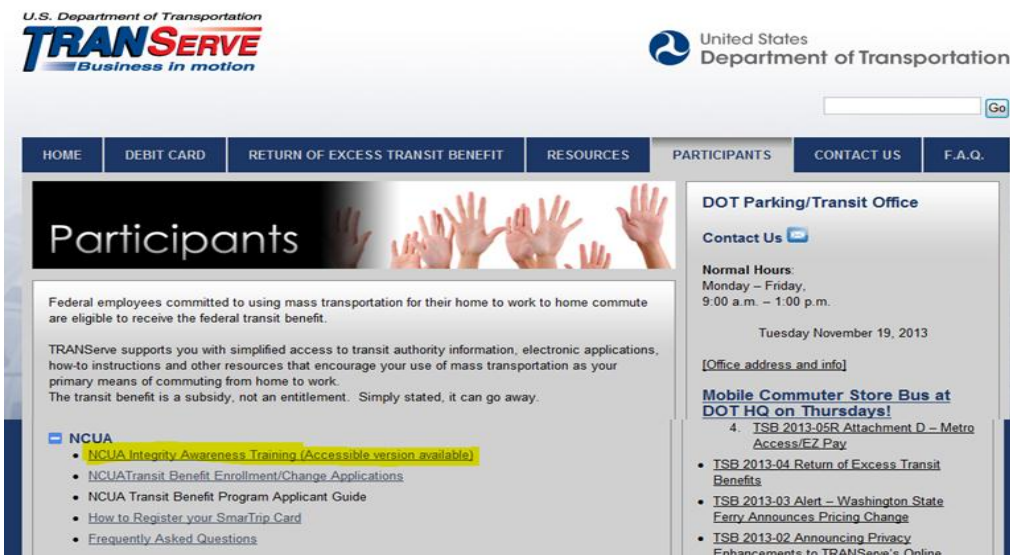
1. Recommend Completion of Transit Benefit Integrity Awareness Training
Access: [Integrity Awareness Training](#)
2. Go to the [TRANServe Website](#) and Create an Account (First Time Users Only)
3. Log into the [TRANServe WebApp](#)
4. Change Password
5. Review and Take Action on Pending Applications

1. Complete Transit Benefit Integrity Awareness Training

- Log on to <http://transerve.dot.gov/>
- Click on “Participants”



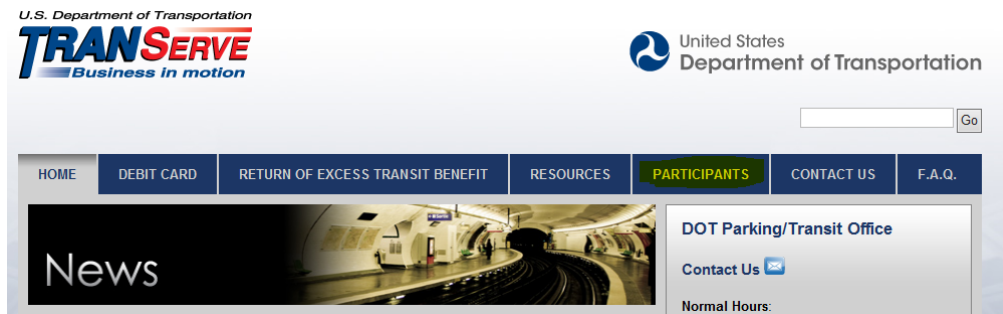
- Click on “NCUA”
- Click on “NCUA Integrity Awareness Training”



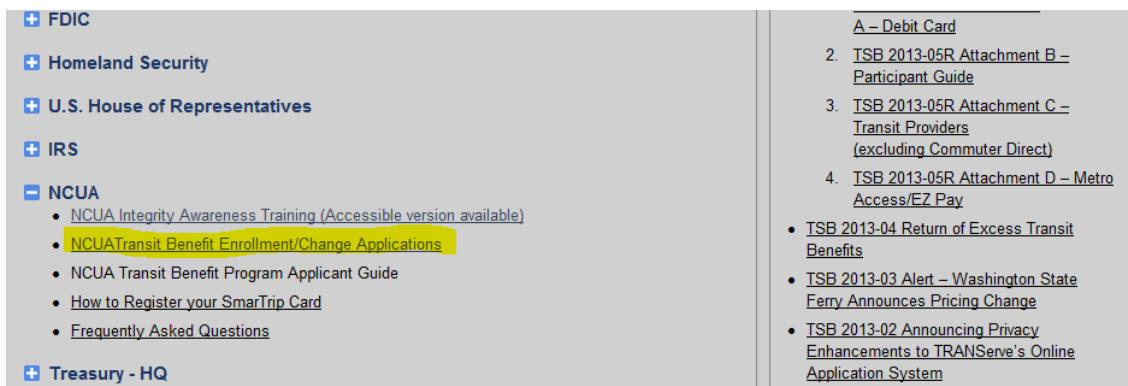
Complete the training and retain the certificate for your records.

2. **Go to the [TRANServe Website](http://transerve.dot.gov/) and Create an Account (First time user only)**

- Log on to <http://transerve.dot.gov/>
- Click on “Participants”



- Click on “NCUA”
- Click on “NCUA Transit Benefit Enrollment/Change Applications”



- Use your NCUA email address to register
- **FIRST TIME ONLY** – Click “Register” to create an account

LOG IN

*User Name:

*Password: [Forgot Password?](#)

Log In

NOT REGISTERED YET? [Register](#)

- Complete the registration form
- Enter your NCUA email address to create your User Name
- “NCUA” will auto-fill in the Agency/Mode box
- Click “Register”

ACCOUNT INFORMATION

*User Name:

*First Name:

Middle Name:

*Last Name:

*Agency/Mode:

Phone Number:

Register Cancel Reset

A temporary password is emailed to you. Use it to login.

3. Log into the [TRANServe WebApp](#)

- Type in your User Name and Temporary Password
- Click “Log In” to return to the Home Screen

LOG IN

*User Name:

*Password: [Forgot Password?](#)

Log In

NOT REGISTERED YET? **Register**

****WARNING**WARNING**WARNING**WARNING**WARNING****

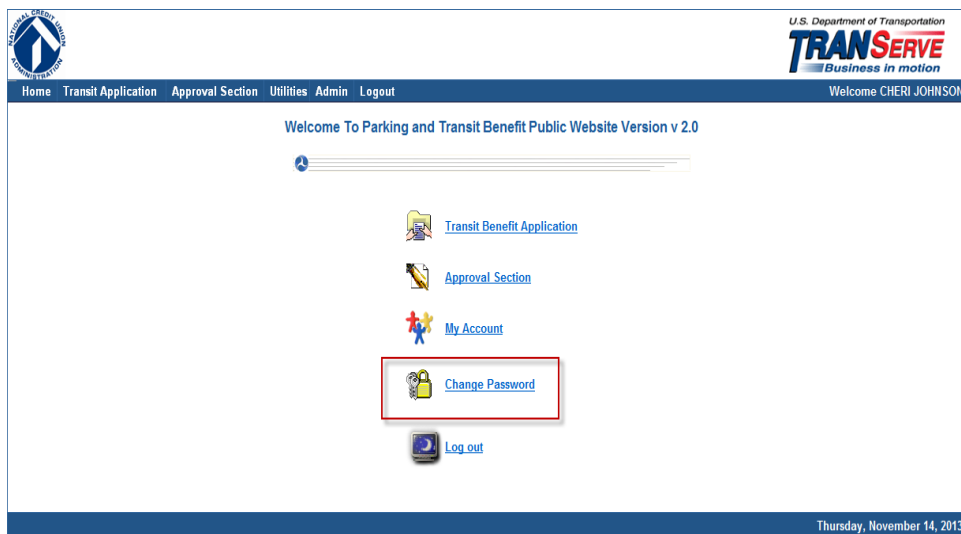
You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

- 1) You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.
- 2) At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- 3) Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

****WARNING**WARNING**WARNING**WARNING**WARNING****

4. Change your Password

- Select “Change Password”



The screenshot shows the TRANSERVE website interface. At the top right, it says "U.S. Department of Transportation TRANSERVE Business in motion" and "Welcome CHERI JOHNSON". A navigation bar includes "Home", "Transit Application", "Approval Section", "Utilities", "Admin", and "Logout". The main content area displays "Welcome To Parking and Transit Benefit Public Website Version v 2.0" and a list of links: "Transit Benefit Application", "Approval Section", "My Account", "Change Password" (highlighted with a red box), and "Log out". The date "Thursday, November 14, 2013" is shown at the bottom right.

- Complete the Change Password form – password requirements are shown
- Click “Submit”
- “Password Changed!” will be displayed

CHANGE PASSWORD

*Current Password:

*Create New Password:

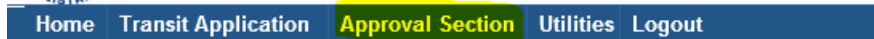
*Reenter New Password: ←

*Create a Hint:

A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.

5. Review and Take Action of Pending Application(s)

- Select “Approval Section” on the blue task bar which will show pending applications



Welcome To Parking :

- Select “Pending Supervisor”



There are three types of pending applications:

1. Recertify/Enroll – recertification is for existing participants or new enrollees
2. Change – changes in application information (i.e., address, commuting cost, method of transportation)
3. Withdrawal – withdraw from the program

- Click the name to review

PENDING TRANSIT APPLICATION
STATUS: MANAGER

Mode	Admin	Request Date	Type	Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>
NCUA	NCUA	11/12/2013	New Transit Benefit Participant	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/> Reason: <input type="text"/>
NCUA	NCUA	11/14/2013	New Transit Benefit Participant	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/> Reason: <input type="text"/>

- The application and expense worksheet are displayed
- Review the application for the following:
 - The method of transportation must be indicated (i.e., VRE)
 - Daily expenses and days per month columns must be completed
 - The “common identifier” field must be completed
 - Mode and Admin must be correct
 - Work and residence information is complete
 - Indicate a SmarTrip® card number, if applicable
 - Note information in the “Comment for Agency Approvers” field



Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET			
Reason for Certification: New Transit Benefit Participant			
Note: The user acknowledges that they have completed the required Annual Transit Benefit Application training.			
Civilian/Military: Civilian		Work Status: Full Time	
Method of Transportation		Daily Expense	Days per Month
Bus to Work	Name of Company	\$	\$
Bus from Work	Name of Company	\$	\$
Other Bus to Work	Name of Company	\$	\$
Other Bus from Work	Name of Company	\$	\$
Rail to Work	Name of Company VRE	\$ 5.28	22.00
Rail from Work	Name of Company VRE	\$ 5.28	22.00
Other Method to Work:	Name of Company	\$	\$
Other Method from Work:	Name of Company	\$	\$
Van Pool	Name of Company	\$	\$
			Subtotal: \$ 232.40

Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.	Total Monthly Costs \$ 232.40	
TRANSIT BENEFITS APPLICATION		
STATUS: [RECERTIFYMANAGER]		
Smart Benefits Program: NO		
Identifier: ****		
Name: [Redacted] [Redacted] [Redacted] <small>(Last) (First) (Middle Name)</small>		
Email Address: [Redacted]	Work Phone: [Redacted]	
Common Identifier: [Redacted]	Work Zip Code: [Redacted]	
Mode: NCUA	Region: [Redacted]	
Admin: <input type="button" value="NCUA"/>		
I certify that my usual monthly commuting cost are: \$232.40		
WORK INFORMATION		
Work Address: 1775 Duke Street		
Work City: Alexandria	Work State: VA	Work Zip: 22314
RESIDENCE INFORMATION		
Address: [Redacted]		
City: [Redacted]	State: [Redacted]	Zip: [Redacted]
Approving Official: [Redacted]		
Point of Contact: [Redacted]		
Manager/Fund Certifier: [Redacted]	Phone: [Redacted]	
SmartTrip Card Number: NA		
Comment for Agency Approvers: 232.40 is the rate for a monthly VRE pass for commute between [Redacted]		

- Click “Approve” or “Disapprove” – top of screen
- If disapproved, enter Instructions to the participant in “Reason for Disapproval”
- Note: Click “[History]” to review past actions

Reason for Disapproval:

[\[History\]](#)