



U.S. Department of  
Transportation  
Office of the Secretary  
of Transportation



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**Bulletin Number:** TSB 2013-05R Attachment A

## **DEBIT CARD**

Below are supplemental instructions for **Agency Points of Contacts (POCs)** to transition their NCR participants currently receiving the transit benefit through the SmartBenefits® allocation method to the TRANServe Debit Card. The Debit Card has enrollment requirements and timelines that differ from the SmartBenefits® program.

1. Your Transit Benefit Manager (TBM) will be contacting you to review information as it relates to the transition and enrollment requirements. To receive benefits for January, affected participants must be enrolled by November 30, 2012.
  - Coordinate the transition and enrollment process of transitioning participants with your TBM. Confirm your participant information with your TBM.
  - Your TBM will supply enrollment data by participant to your agency by November 2, 2012. These completed forms must be returned by November 13, 2012.
  - Discuss enrollment timelines, card activation and funding dates associated with the debit card with your TBM.

**INFORMATION:** For information concerning the TRANServe Debit Card, please visit <http://transerve.dot.gov> or [sign up for automatic updates](#) .