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## **TRANServe TRANSIT BENEFIT PROGRAM BULLETIN**

**Bulletin No:** TSB 2019-07  
**Date:** July 17, 2019  
**Subject:** SmartPay3 TRANServe Credit Card Purchasing Process  
**Purpose:**

**Notify participants to update/change their fare media purchase to the 4<sup>th</sup> of the month when using SmartPay3 TRANServe Cards to purchase transit fare media.**

This bulletin provides information on the purchasing process for SmartPay3 TRANServe Credit Cards. The posting of transit fare media expenses from purchases performed with credit cards can take up to 5 days for U.S. Bank to process. Participants and transit providers should avoid purchasing and processing payments at the end of the monthly transit benefit cycle. This practice will prevent lagging purchase expenses from posting to the wrong benefit cycle and impacting the subsequent month's benefit.

**Action:**

For credit card processing purposes, participants using SmartPay3 TRANServe Credit Cards are advised to purchase their tickets, passes, or other transit fare by the 4<sup>th</sup> day of each month. Participants adhering to a 4<sup>th</sup> of the month purchasing deadline will ensure charges against their transit fare are posted to the appropriate monthly benefit cycle. Purchases made at the end of the monthly benefit cycle, between the 5<sup>th</sup>-9<sup>th</sup> of each month; may generate lagging charges that could post against the next month's transit benefit.

Participants and transit providers that conduct and process transit fare purchases using auto-billing are advised to execute payment processing no later than the 4<sup>th</sup> day of each month. This also applies to transit providers that batch and schedule credit card payments. Participants should review the payment collection and processing timelines of their transit providers to ensure adherence to the 4<sup>th</sup> of the month deadline.

**Contact:**

If you have any questions regarding this bulletin, please contact your Transit Benefit Manager.

**Expiration:** This Bulletin will remain in effect until further notice.