



Transit Subsidy Benefit Program Guide

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Transit Subsidy Benefit Program Guide

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 Visa 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 Visa 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 registration, lost, stolen or damaged Visa Cards, contact GSA SP3 U.S Bank <https://www.access.usbank.com/> or you can call at Toll-Free: 888-994-6722; Outside the U.S. call collect: 701-461-2232.

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



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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”



1. Scroll down to the agencies and Click on “NCUA”
2. Click on “NCUA Integrity Awareness Training” ([Accessible version available](#))



TRANServe Home

Fast Facts

Active Bicycle
Commuting

Participants

TRANServe Cards

Resources

Returning Excess
Funds

NCUA

Training Requirement:

- [NCUA Integrity Awareness Training \(Accessible version available\)](#)

Application:

- [Transit Benefit Program Application System](#)

Transit Benefit Program Guides:

- [Guide to Registration](#)
- [NCUA Transit Benefit Program Guide](#)
- [Frequently Asked Questions](#)

Payment Methods – TRANServe Card and SmarTrip Card:

- [My TRANServe Card Page](#)
- [TRANServe Card Fast Facts](#)
- [TRANServe Card- US Bank Access Online Registration Quick Start Guide](#)
- [How to Register Your SmarTrip Card](#)

Updated: Tuesday, September 28, 2021

NCUA Integrity Awareness Training

 [fy2021ncuaintegrityawarenesstrainingpresentation090220.pdf](#) (820.72 KB)

DOT is committed to ensuring that information is available in appropriate alternative formats to meet the requirements of persons who have a disability. If you require an alternative version of files provided on this page, please contact

TRANServe@dot.gov 



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Complete the training and retain the certificate for your records.

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 the 20-digit pattern below:



All other 9 digits card need to be replaced

TIP 1: If your SmarTrip® (or CharmCard) serial number is fewer than twenty (20) digits, you need a replacement card.

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”



- Scroll down to the Agencies and Click on “NCUA”
- Click on “NCUA Transit Benefit Program Application System”



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



Login

* indicates required field.

Login

*User Name:

*Password:

[Forgot Password?](#)

WARNINGWARNING***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.

WARNINGWARNING***WARNING***

- 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”

* Indicates required field.

Register Account Information

*User Name:

*First Name:

Middle Name:

*Last Name:

*Agency/Mode:

Agency options will show once your Government Email Address has been validated

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

* Indicates required field.

Login

*User Name:

*Password:

[Forgot Password?](#)

Not registered yet?

****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.

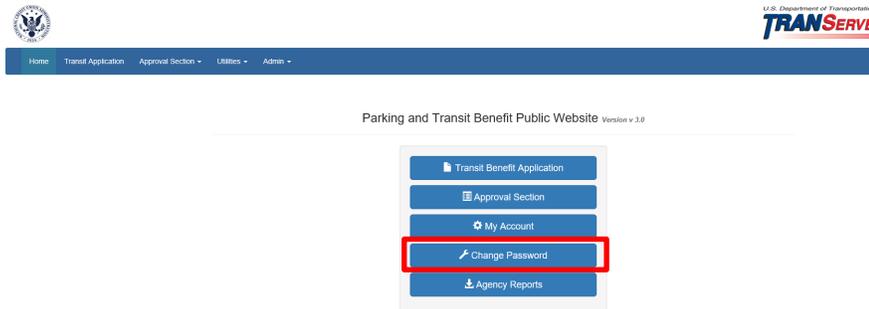
****WARNING**WARNING**WARNING****



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6. Change your Password

- Select “Change Password”



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

* Indicates required field.

The screenshot shows the "Change Password" form. It has a title "Change Password" and a search bar. The form contains four required fields: "Current Password", "Create New Password", "Confirm New Password", and "Create a Hint". The "Create a Hint" field contains the text "God". Below the fields is a text box explaining password requirements: "Password must be at least 12 characters long", "No password character may be repeated more than 1 time(s) in sequence", "Password must contain characters from at least 4 of the following categories:", and a bulleted list: "Uppercase characters (A through Z)", "Lowercase characters (a through z)", "Base 10 digits (0 through 9)", and "Non-alphabetic characters (for example, !, \$, %)". Below this is another note: "Password will expire 60 days after being set" and "Passwords cannot be reused within the last 24 changes." At the bottom, there is a note: "Upon Submit, you will be redirected to the login page and will need to login with your new password". The "Submit" button is highlighted with a red box, and there is also a "Cancel" button.

- Click on “I Agree” under Rules and Behavior

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

7. Choose Action

To request information about the application system, submit a no-expense-change to 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:





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To Change your Password Select:



[Change Password](#)

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

Home Transit Application Approval Section Utilities Admin

Select an Action to Continue

Employer: National Credit Union Administration

- Certify/Enroll/Change
- SmartTrip Change
- Withdraw from the Program
- Request Information

Continue

Read the “Warning! terms and conditions of the Transit Benefit Program
Select “Agree”

WARNING !

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.

- 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.

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 “Civilian/Military” from drop-down menu
- 4) Select your work status from drop-down menu

*Reason for Certification:

*I have completed the required Transit Benefit Integrity training for my Agency [?](#)

Civilian/Military:

Work Status:

- 5) Select your transportation method(s).

*Select your transportation methods:

Bus	Other Bus	Rail	Other Method	Vanpool
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- 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.



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Bus to Work:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name of Company	Daily Expense	Days per Month	Monthly Expense
All fields for the Bus to Work section are required.				
Bus from Work:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name of Company	Daily Expense	Days per Month	Monthly Expense
All fields for the Bus from Work section are required.				

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 “?” for additional assistance
- Enter any comments or additional information for your POC in the “Comment Box”.
- Click “Continue” to submit application.
- Resolve all Pop Up alerts to missing information.
- Click “Continue” again to submit application

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 to agency. Participants are required to submit an application when there is a permanent change to their address, commuting costs, work schedule or mode of transportation.