

CommuterDirect Decrease Allocation Instructions Transportation Subsidy 2014

National Capital Region Only

Effective January 1, 2014, the maximum for transit subsidy is set to decrease from \$245 to \$130 per month. Employees using CommuterDirect.com to order monthly MARC, VRE, MTA passes MUST access their account and update their monthly TRANServe Debit Card allocation accordingly. If you currently allocate more than \$130 to Commuter Direct for the cost of your monthly ticket, you must update your account no later than December 9, 2013, to make the cutoff date for January allocations.

CommuterDirect will assist DOI employees in changing allocations by calling (703) 228-7433.

You may also change allocations on line by following these steps:

1. Log in to your CommuterDirect.com account.
2. Click on "My Account".
3. Click on "View" under "Renewable Orders" section.
4. Click on "Edit Renewable Order" under "Active Renewable Orders".
5. Key in the new monthly transit subsidy amount, not to exceed \$130, in the "Payment Promise (TRANServe Debit Card)" section.
6. Click on "Update Renewable Order" to save changes.

Transportation Subsidy Coordinators cannot make employee allocations in CommuterDirect. Program Coordinators will not be responsible for credit card charges for failure to change or cancel CommuterDirect accounts.

IMPORTANT: If you choose to change to a mode of transportation not required to allocate to CommuterDirect due to the decrease in monthly benefits, you must cancel your CommuterDirect allocation entirely, then submit a change of your Transportation Subsidy Application and SmartBenefits/SmartTrip Application to your Program Coordinator.

All changes must be completed prior to December 9. Change applications submitted after December 9 will be effective starting the February distribution period.

If you have questions contact your [Bureau or Office Transportation Subsidy Coordinator](#).