



TRANSPORTATION INCENTIVE PROGRAM NEWSLETTER

OUTSIDE THE NATIONAL CAPITOL REGION

ISSUE:
JUNE 2011

UPCOMING ENROLLMENT DEADLINES:



Next:
Friday, June 24, 2011

Future:
Tuesday, July 26, 2011
Tuesday, August 23, 2011

STAFF CHANGES: MEET JIMMY MORROW AND TINA MACAULAY

I would like to take this opportunity to formally introduce myself. My name is Jimmy Morrow, and I will be serving as Joshua Coover's assistant in the Office of Financial Operations in Washington, DC. I am looking forward to working with all of you, and please feel free to reach out to me anytime with any questions you may have. I can be reached via email at james.o.morrow.ctr@navy.mil, via phone at 202-685-0374.

The Department of Transportation (DOT) also has another new member joining their team. Please join me in welcoming Tina MacAulay. Ms. MacAulay will be replacing Meagan Warker as Keesha Perry's assistant. In addition, Ms. MacAulay will be stepping in for Keesha Perry as she takes an extended leave of absence this summer beginning on July 1st through the end of August. Ms. MacAulay can be reached via email at tina.m.macaulay.ctr@dot.gov or via phone at 202-366-6491.

With new people coming onboard please read the following carefully in order to be sure that you direct your questions and applications to the appropriate office.

For new enrollee applications please:

Email to Joshua Coover at joshua.coover@navy.mil or
Fax to 202-685-6765

For "making a change" or withdrawal applications please:

Email to Keesha Perry keesh.perry@dot.gov or
Fax to 202-493-2436

For questions regarding applications or their status please:

Contact Joshua Coover or Jimmy Morrow

For questions regarding benefit distribution, changes to a participant's record or media return forms please:

Contact Keesha Perry or Tina MacAulay

I am looking forward to working with all of you and hope to continue making the TIP program a successful one.

Jimmy Morrow



WHAT DOES THE IRS HAVE TO DO WITH MY TIP BENEFIT?

The transit subsidy that federal employees receive through the Transportation Incentive Program (TIP) is considered a "fringe benefit" that is "specifically excluded from gross income." This means that participants who receive the TIP benefit do not have to pay income tax on their benefit. That's a pretty good deal. But since it is a tax-free benefit, the IRS has issued clear guidance on what the benefit can and cannot be used for. Benefits can be used to purchase any transit pass that is used on a mass transit facility (i.e. subway system, rail system, bus system or ferry system) or to purchase transportation in a "commuter highway vehicle" (i.e. vanpool).



The IRS code outlines precisely what type of vehicle qualifies as a "commuter highway vehicle." According to 26 United States Code Section 132, commuter highway vehicles must have a seating capacity of at least six adults (not including the driver), and at least eighty percent of the mileage used must be for purpose of transporting employees between their residences and their place of employment. In addition, eighty percent of the "trips" must have an occupancy of at least one-half of the adult seating capacity (not including the driver). This means that if a vanpool has fewer than the minimum number of riders on any given trip, that trip does not count toward the eighty percent rule.

Keep these IRS guidelines in mind as you manage your program. You don't want the IRS to come knocking on your door!

QUESTION OF THE MONTH:

Are ROTC students eligible to receive the TIP benefit?

ROTC students are only eligible for the TIP benefit if they are enlisted in a military branch and considered "Active Duty."

IMPORTANT REMINDERS:

1. Only accept TYPED 2011 applications. Return all handwritten applications to the participant for proper completion.



2. Digital signatures can be accepted, however, POCs must maintain a digital copy of the application with the digital signature for audit purposes.

3. Reviewing Officials may not digitally sign an application that has been physically signed by the participant.

3. All unused fare media MUST be returned with a completed Fare Media Return Form.

DON CONTACT INFORMATION

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202-685-0399

Program Assistant:

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202-685-0374

MAILING ADDRESS FOR MONEY ORDERS:

Director, Office of Financial Operations
720 Kennon St., SE, Bldg 36, Rm 115
Washington Navy Yard, DC 20374-5025
ATTN: Transportation Incentive Program



FAX: 202-685-6765

E-MAIL ADDRESS: M_WNYD_TIP@navy.mil

WEBSITE: <http://www.fmo.navy.mil/services/tip/tip.htm>

DEPARTMENT OF TRANSPORTATION CONTACT INFORMATION

DoT AGENT:

Keesha Perry
keesha.perry@dot.gov
202-366-0256

DoT ALTERNATE AGENT:

Tina MacAulay
tina.m.macaulay.ctr@dot.gov
202-366-6491

MAILING ADDRESS FOR RETURNING VOUCHERS

(ALL VOUCHER RETURNS SHOULD BE SENT VIA OVERNIGHT MAIL):

Keesha Perry
US Department of Transportation
1200 New Jersey Avenue SE
Washington DC, 20590

Fax: 202-493-2436