



Coming soon to Harris County employees:

Harris County METRO RideSponsor Program!

What is the Harris County RideSponsor program?

- It is a qualified transportation program that enables eligible Harris County employees to receive a \$40 per month employer paid subsidy toward their METRO bus and rail transportation costs.
- The subsidy will be provided through METRO's fare card and can be used on METRO bus and rail fares for work transportation purposes.
- The METRO fare card (METRO Q Card) containing the subsidy will be available to employees at Harris County Federal Credit Union, located at 1400 Franklin St., Houston TX, 77002.
- These cards have the ability to store values in two separate "wallets"- one for the employer subsidy, and one personal wallet for any additional contributions an employee chooses to add to the card. Your Harris County employer subsidy is tracked separately from any personal funds you add to the card, and the Harris County subsidy is always depleted first when you tap your Q-Card to pay a bus or rail fare.
- Through an online portal, Harris County allows **one** reload per calendar month of \$40 to the employee's METRO Q Card. In order to receive the automatic replenishment, the Q-Card balance must reach the "trigger amount" of \$10 in their employer wallet. Reloads are based on usage and are not date specific.

How can you begin using the Harris County RideSponsor program?

- The program will be available to employees starting **May 1, 2014**. In order to participate in the RideSponsor program the employee will need to fill out the "Harris County RideSponsor Affidavit" form. The form is located at the Auditor's intranet : Forms>Other Useful Forms (<http://www.aud.hcintranet.net/otherusefulforms.aspx>)
- After completing the form and acquiring supervisor approval, the employee will take the form, along with their employee ID badge and a recent pay stub, to the Harris County Federal Credit Union.
- A representative at the Credit Union will verify employment and distribute the \$40 subsidy loaded METRO Q Card to the employee. The provided Q Card can then be used on METRO bus or rail.
- Employees who already have a personal METRO Q Card will still need to receive a new Q Card from the Credit Union. Only the cards given out by the Credit Union specifically for the Harris County RideSponsor program will be equipped with the subsidy.

There will be employee informationals held at 1310 Prairie, Suite 230 (training room) from 11am - 2pm on April 21st, April 22nd, and April 28th. Please come by during those days to speak with METRO and Harris County Federal Credit Union representatives about the program.