**MASS TRANSPORTATION BENEFIT PROGRAM**

**CREDIT CARD INSTRUCTIONS**

**If you have just enrolled in the program and are receiving your first credit card; OR**

**If you have lost your existing credit card you can order a replacement by calling**

**1-866-891-6951. The replacement card will be sent to the G8 and you will be notified to pick it up, and your will need your activation details (work phone, work zip, benefit amount, last 4 of your card#, ORG: TRANSV, CYCLE DATES 10TH-9TH ); OR if your credit card is going to expire, a new card will automatically be sent to the G8 in the month your card expires and you will be notified to pick it up.**

**In all cases, before the credit card can be used, it must be activated using the phone # included in the envelope. (1-866-891-6951).**

**Once connected, the recorded voice will requested the following information:**

**Billing Zip Code: (92310)**

**Single purchase limit: 0000 (four zeros)**

**Billing Phone #: Your work phone number (the phone number you provided on your MTBP application)**

**VVTA and Enterprise have established procedures for the credit card payments. Please contact them directly for more information on how to set up your monthly payments.**

**Enterprise: 800-826-4967**

**VVTA: 760-995-3565**

**Remember that funds become available on the 10th of each month for the next month and are removed on the 9th of each month for the previous month. Unused funds will NOT be carried over, e.g, Funds for June are loaded on 10 May, and are swept off the card on 9 June. Credit charges may only be made to authorized transit vendors. Gas and other charges are blocked from use.**