



NCTCOG Reimbursement Requirements for Vanpool Discount on Regional Managed Lane Facilities

As per the Regional Transportation Council (RTC) policy on Managed Toll Lanes, “High-occupancy vehicles with three or more occupants will receive a 50 percent discount during the peak period.* This discount will phase out after the air quality attainment maintenance period. Eligible HOVs must pre-register as part of the HOV pre-declaration process. RTC-sponsored public vanpools are permitted to add peak-period tolls as eligible expenses. Therefore, the Comprehensive Development Agreement firm will be responsible for the high-occupancy vehicle discount and the Regional Transportation Council will be responsible for the vanpool discount. Managed Lane occupancy requirements of 3+ may begin on or before June 1, 2016, resulting in the initial implementation of the existing HOV 2+ policy. HOV 3+ will be implemented when necessary due to operational constraints.” (*6 hours per weekday: 6:30 AM - 9:00 AM and 3:00 PM - 6:30 PM)

The following actions are required to request and receive NCTCOG reimbursement of the vanpool toll discount:

1. Vanpool must be a sponsored public vanpool.
 - a. Requestor is required to specify the transit agency that operates the vanpool (DART, DCTA, *Trinity Metro)
2. Vanpool requestor is required to pre-register as part of the TEXPRESS HOV pre-declaration process to receive the 50 percent vanpool discount.
 - a. If the vanpool requestor does not pre-declare, then the requestor is not eligible to receive the vanpool discount reimbursement.
3. Requestor is required to obtain and display a registered TollTag, TxTag, or EZ Tag on the vehicle windshield.

The following information is to be included with each reimbursement request. Reimbursement may be requested when toll transactions have reached a minimum of \$60 or the total transaction period equals three months, whichever occurs first. Requestors can anticipate payment of expenses within 45 days from submittal of the required documentation detailed below:

4. To comply with IRS regulations (detailed in Publication 15 Circular E, Employers Tax Guide), the Requestor must complete a W-9 ([copy attached](#)). The W-9 only needs to be completed once.
5. Requestor should complete the Direct Deposit Authorization Form ([attached](#)) to receive reimbursements via direct deposit. If a Direct Deposit Authorization form is not completed the requestor will receive reimbursement by check.

6. Requestor is required to submit the monthly Toll Activity Report to NCTCOG that highlights TEXPRESS lane activities that occurred during the specified peak periods of 6:30 AM – 9 AM and 3 PM – 6:30 PM, Monday through Friday.
 - a. Requestor is required to highlight the toll transactions that are included in the reimbursement request.
 - b. The Toll Activity Report should indicate the HOV discount received by completing the TEXPRESS HOV pre-declaration process.

Note: Tolls accrued outside of the specified peak period are ineligible for reimbursement. Vanpool participants will be responsible for paying 100 percent of the tolls in the off-peak period; no reimbursement will be provided for these expenses.

7. Requestor must include the following information with each reimbursement request.
 - a. Requestor name - Specify role assumed with the vanpool (captain, co-captain, rider)
 - b. Requestor's contact information
 - i. Telephone number
 - ii. Mailing address, and
 - iii. Email address
 - c. Vanpool identification information
 - i. Vanpool number
 - ii. Vehicle license plate number
 - iii. Vanpool toll tag number
 - d. Covered time period of the request
 - e. Total reimbursement amount requested

Reimbursement requests may be emailed to TRgrants@nctcog.org

Please contact Caryn Sanders at csanders@nctcog.org or (817) 704-5665 if you may have any questions.