

Federal Deposit Insurance Corporation

TRANSIT BENEFIT PROGRAM

Applicant Guide



Apply for the transit benefit program in three easy steps:

- 1) Complete Transit Benefit Integrity Awareness Training
- 2) Create a User Name at the TRANServe website
- 3) Submit the Transit Benefit worksheet and application



News

DOT News Flash

The Mobile Commuter Store Bus Every Thursday at DOT HQS!



When: Every Thursday
Where: DOT Headquarters, 4th Street, East Building
Time: 8:00 a.m. – 2:00 p.m.

Learn how to use the HOV "express" lanes. Purchase tickets for any bus or rail line in your area including MARC and VRE. Purchase Metrobus passes, One Day passes, weekly Fast and Short Trip passes and MetroAccess pack. The Mobile Commuter Bus also carries all schedules and has a user station to print your own 'Trip Planner'. Pick up a bike trails map and start peddling to work and learn how to be on a 'Car Free Diet.' Love to walk? Get a copy of the 'WalkAbout' brochure.

Going Green with Electronic Fare Media!

TRANServe has adopted new program methodologies to tighten internal controls and support Green Government by moving away from paper fare media. The better way to deliver the transit benefit is simply to do it electronically. The primary goal is to use a single fare media delivery system that offers enhanced internal controls and preserves the transit benefit by deterring fraud, waste and abuse.

New Method of Distributing the Transit Benefit Saves Government Money. Makes Choosing Mass Transit Easier for Federal Employees

WASHINGTON – The U.S. Department of Transportation today announced New York City has become the first major metropolitan area in the country to take advantage of a new, cost-efficient way for government employees to receive their monthly transit benefit through the use of a federal debit card. The transit benefit program encourages federal government employees to choose commuting options that improve air quality and reduce traffic congestion as opposed to using single-occupant vehicles.



Under a new program which began in June, government employees are able to use a personalized Visa® debit card to purchase from a ticket agent, online or at a station kiosk. This will save the federal government approximately \$270,000 annually in eliminated shipping, travel and onsite distribution costs.

Contact Us

DOT HQ Parking/Transit Office is



OPEN

Thursday October 13, 2011

[\[Office address and hours\]](#)

Bulletins

- [DOT Parking/Transit Office Early Closure Schedule](#)
- [DOT Parking/Transit Office Closed September 12-30, 2011](#)
- [EFM-2011-04 LIRR Non Debit Transaction](#)
- [EFM-2011-03 New York MTA Payment Process using the TRANServe Debit Card](#)
- [EFM-2011-02 Electronic Fare Media – Debit Card Enabling Authorities](#)
- [EFM-2011-01 TRANServe Electronic Fare Media Debit Card Roll Out- New York](#)



I am...



How was your Visit?

We hope you found what you needed. For other inquiries and feedback Please contact us

◆ Log on to <http://transerve.dot.gov>



HOME ABOUT US AGENCY RESOURCES **PARTICIPANTS** CONTACT US F.A.Q.

Participants

TRANServe supports you with simplified access to transit authority information, electronic applications, how-to instructions and other resources to encourage your use of mass transportation as your primary means of commuting from home to work.

Reminder: The transit benefit is a subsidy, it is not an entitlement. Simply stated, it can go away.

Protect your transit benefit by following a few basic rules:

- Apply using your Agency's application process
- Use mass transportation for your own home to work to home commute
- Adjust. Any time the amount you receive exceeds the amount you need, adjust.

Report Waste, Fraud and Abuse to your Agency Point of Contact or Inspector General

- + Army Regions
- + DHS-BICE
- + DHS-BCIS
- + DISA-REG (Fort Meade)
- + DOT
- + Education
- + FDIC
- + Homeland Security
- + The House of Representatives
- + IRS
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U.S. Department of Transportation | 1200 New Jersey Avenue, SE | Washington, DC 20590 | 202-366-4000

◆ Click on “Participants”

HOME ABOUT US AGENCY RESOURCES PARTICIPANTS CONTACT US F.A.Q. Google Search Go

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 - 1. Federal Deposit Insurance Corporation Transit Benefit Program
 - Email: parkinghqdc@fdic.gov
 - [FDIC Transit Benefit Knowledge Check \(link\)](#)
 - [FDIC Transit Benefit Application](#)
 - [FDIC Transit Benefit Applicant's Guide](#)
 - [FDIC Transit Benefit Supervisor's Guide](#)
 - [How to Register your SmarTrip Card](#)
 - [How to Register with Commuter Direct \(see attached\)](#)
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an agency a participant

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◆ Click on the “FDIC” link

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◆ Click on “**FDIC Transit Benefit Knowledge Check**”.

THIS INFORMATION IS VERY IMPORTANT TO TRANSIT USERS, AND IT IS STRONGLY SUGGESTED THAT EMPLOYEES REVIEW AND UNDERSTAND IT.

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◆ Click on “Transit Benefit Application and Worksheet”.

CLICKING ON THE “TRANSIT BENEFIT APPLICATION AND WORKSHEET” LINK WILL TAKE YOU TO THE TRANSIT BENEFIT APPLICATION WEBSITE.

LOG IN	
User Name:	<input type="text"/>
Password:	<input type="password"/> Forgot Password?
<input type="button" value="Log In"/>	
NOT REGISTERED YET? <input type="button" value="Register"/>	



- ◆ Log on to: <https://transitapp.ost.dot.gov>
- ◆ First time enrollments click the “**Register**” button

NOTE: ALL PARTICIPANTS (NEW AND CURRENT) MUST REGISTER THE FIRST TIME THEY VISIT THE TRANSIT BENEFIT APPLICATION WEBSITE.

ACCOUNT INFORMATION

*User Name:

*First Name:

Middle Name:

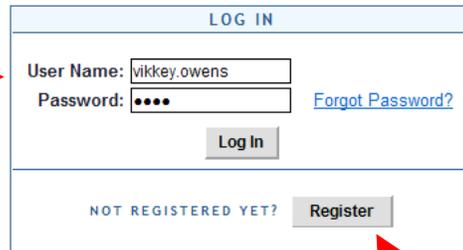
*Last Name:

*Agency/Mode:

Phone Number:

- ◆ Complete the registration form
- ◆ Use your government email address as your User Name
- ◆ Select “FDIC” from the Agency/Mode drop-down box
- ◆ Click “Register”

NOTE: A TEMPORARY PASSWORD WILL BE EMAILED TO YOU. ONCE YOU HAVE RECEIVED YOUR TEMPORARY PASSWORD, PLEASE FOLLOW INSTRUCTIONS BEGINNING ON PAGE 11.



LOG IN

User Name:

Password: [Forgot Password?](#)

NOT REGISTERED YET?

- ◆ Enter your User Name and Password.
- ◆ Click “Log In”

Welcome To Parking and Transit Benefit Public Website Version v 1.0



[Transit Benefit Application](#)



[Approval Section](#)



[My Account](#)



[Change Password](#)



[Log out](#)

◆ Select “Change Password”

CHANGE PASSWORD

*Current Password:

*Create New Password:

*Reenter New Password:

*Create a Hint:

A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.

- ◆ Complete the Change Password form
- ◆ Click “Submit”
- ◆ “Password Changed!” will be displayed
- ◆ Click “Home” on the blue task bar

Home Transit Application Approval Section Utilities Logout

PASSWORD CHANGED!

CHANGE PASSWORD

Current Password:

Create New Password:

Reenter New Password:

Create a Hint*:

*A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.



Welcome To Parking and Transit Benefit Public Website Version v 1.0



 [Transit Benefit Application](#)



 [Approval Section](#)

 [My Account](#)

 [Change Password](#)

 [Log out](#)

◆ Select “**Transit Benefit Application**” from the main menu.



Welcome to the Parking and Transit Benefit Public Website Version v 1.0



SELECT AN ACTION TO CONTINUE

Employer: Federal Deposit Insurance Corporation

Please make a selection

- Request Information ?
- Certify/Enroll ?

Continue

- ◆ Click on your selection
- ◆ Click “Continue”

WARNING !

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.

- I certify that I am not named on a federally subsidized parking permit with any other federal agency.

- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.

- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.

- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.

- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

- ◆ **Read the terms and conditions of the Transit Benefit Program.**
- ◆ **Click “I Agree” to proceed with the application process.**

YOU MUST AGREE TO THE TERMS AND CONDITIONS OF THE TRANSIT BENEFIT PROGRAM IN ORDER TO PROCEED WITH THE APPLICATION PROCESS.

TRANSIT BENEFIT APPLICATION WORKSHEET

All Transit Benefit Program Applicants are required to certify the "Total Monthly Expense" of their [Home to Work Mass Transit Commute](#).

Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".

Instructions: To calculate your "Total Monthly Expense"

- Select your transportation method(s)
- Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
 - Name of Company for your method of transportation (Metro, BART, Subway)
 - Daily or Monthly Expense
 - Number of days you routinely work in a month
- If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- The Total Monthly Expense value automatically populates

*Reason for Certification: ←

*Select your transportation methods:

Bus Rail Other Method Vanpool

*Civilian/Military: Work Status:

If you work 8-hour days, enter 20 in the Days per Month column
 If you work 9-hour days, enter 18 in the Days per Month column
 If you work 10-hour days, enter 16 in the Days per Month column
 If you telecommute or work part time, enter the number of days you actually commute to/from work.

Method of Transportation	Daily Expense	Days per Month	Monthly Expense
Rail to Work Name of Company: <input type="text" value="Metro/Greenbelt"/>	<input type="text" value="\$ 3.50"/>	<input type="text" value="20"/>	<input type="text" value="\$ 70.00"/>
Rail from Work Name of Company: <input type="text" value="Metro/Metro Center"/>	<input type="text" value="\$ 2.50"/>	<input type="text" value="20"/>	<input type="text" value="\$ 50.00"/>
Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.			Total Monthly Expense: <input type="text" value="120.00"/>

TRANSIT BENEFIT PROGRAM APPLICATION

*Employee ID: ←

*Name: VICTORIA (First) OWENS (Last)
 (Middle Name)

*Email Address: victoria.owens@dot.gov *Work Phone:

*Common Identifier:

FEDERAL DEPOSIT INSURANCE CORPORATION

*Agency/Mode: *Region:

*Admin:

*I certify that my usual **monthly commuting costs** are:

WORK INFORMATION

*Work Address:
 *Work City: *Work State: *Work Zip:

RESIDENCE INFORMATION

*Address:
 *City: *State: *Zip:

*Approving Official: [Select...](#) *Point of Contact: [Select...](#)

*Manager/Fund Certifier: [Select...](#) Manager Phone:

*SmartTrip Card Number: ←

Comment for Agency Approvers:

PRIVACY ACT STATEMENT:
 This notice is provided pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a: This information is solicited under authority of 5 U.S.C. § 7905. Furnishing the information on this form is voluntary, but failure to provide all or part of the information may result in disapproval of your request for a public transit fare benefit. The principal purposes of the information are to facilitate timely processing of your request, to ensure your eligibility for transit benefits, and to prevent misuse of the funds involved. This information may be disclosed to the Department of Transportation to perform its duties under an interagency agreement. The information may also be used for production of listings and reports and for periodic review or revalidation of transit benefits. Other routine uses are published in the Federal Register at 65 F.R. 19476 (April 11, 2000).

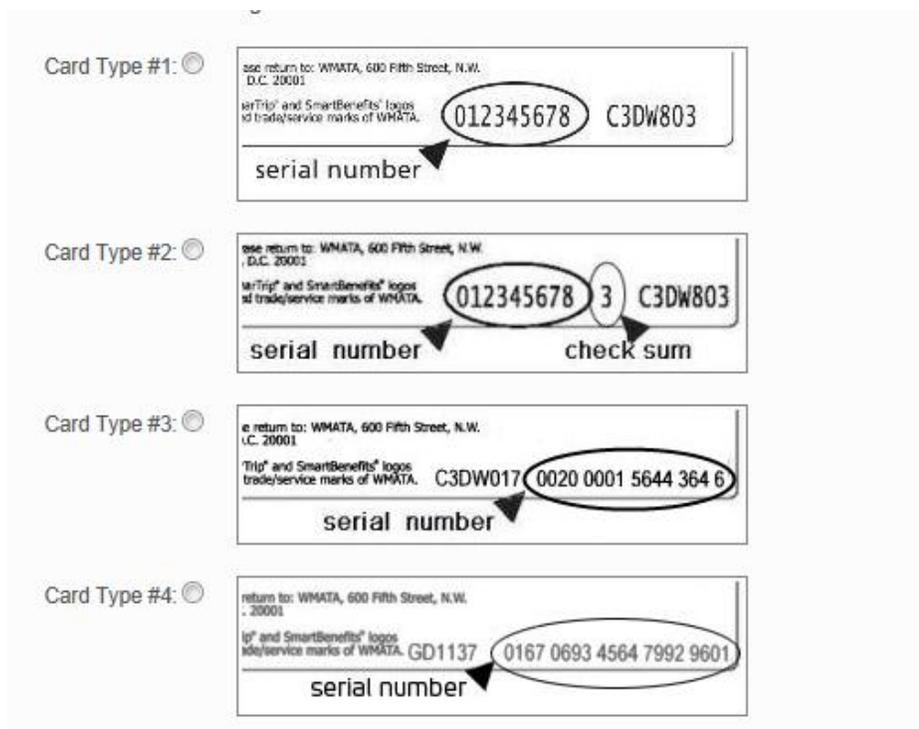
- Specify Reason for Certification (i.e., Annual Certification, New Transit Benefit Participant)
- Select your transportation method(s) and enter: (a) Name of Company for your method of transportation and station, (b) daily or monthly expense, (c) number of days you routinely work in a month. Complete these steps for every transportation method (i.e., bus and rail). The Total Monthly Expense value automatically calculates.
- Select "Civilian/Military" from drop-down menu
- Select your work status from drop-down menu
- Enter your Employee ID number in the "Identifier" box
- Select your Agency/Mode and Admin
- Select your Region
- Select your Admin
- Enter work information
- Enter residence information
- Select Approving Official
- Select Manager/Fund Certifier
- Select Point of Contact
- Enter SmarTrip® card number. (See SmarTrip® information on page 18).
- Enter your home/work station information for your POC in the "Comment Box".
- Click "Submit Application"

For Smart Benefit Participants:

Purchase and Register a SmarTrip® card

SmarTrip® card usage is mandatory for all participants in the National Capital Region.

1. **Purchase a SmarTrip® Card** – This is a reloadable electronic fare card. Using a reloadable card supports the government’s initiatives to support and improve the environment.
 - a. You can do this at a Metro Sales Store, Station Kiosk (these are located in Stations where parking is available, a Commuter Store and many retail establishments.
 - i. Look here for more information on locations:
<http://www.wmata.com/fares/purchase/where.cfm>
 - b. You can also purchase a SmarTrip® Card on line: <http://www.wmata.com/fares/purchase/>
 - i. An online order will require you to provide a shipping address which must match the billing address on line with your credit card provider.
2. **Create a Personal Account to Register your SmarTrip® Card** – You must register your SmarTrip® card with WMATA in order to receive your transit benefit electronically. Registration may take up to 48 hours to be reflected in the WMATA system. An additional benefit of registering your card is to protect the funds on the card. If lost or stolen you may cancel the card. After you replace your SmarTrip® card, you can transfer the funds to the new card.
 - a. Register your SmarTrip® card here:
<https://smartrip.wmata.com/Registration/Register.aspx>
 - b. You must indicate the type of card by matching the serial number on the back with the pattern that is circled below:



TIP 1: Enlarge the number on a Xerox machine and attach to your application

TIP 2: If your SmarTrip® (or CharmCard) serial number is fewer than nine (9) digits, you need to add zeros to the front to make it nine (9) digits.

