



TRANSIT BENEFIT PROGRAM

Applicant Guide

Apply for the Transit Subsidy Benefit Program

1. Complete Transit Benefit Integrity Awareness Training
2. Purchase and Register a SmarTrip® card
3. Get your Payroll and Benefits Assigned Employee ID Number
4. Use your U.S. House federal email address to create a User Account
5. Submit the Transit Benefit Program expense worksheet and application

1. Complete Transit Benefit Integrity Awareness Training

- A. Log on to <http://transerve.dot.gov/>
- B. Click on "Participants"
- C. Click on "The House of Representatives"
- D. **Click on: "US House Transit Benefit Integrity Awareness Training"**
 - a) Complete the training
 - b) Email your completion certificate Transit.benefits@mail.house.gov

2. Purchase and Register a SmarTrip® card

SmarTrip® card use is mandatory for all participants in the National Capital Region who ride Metro Rail, Metro Bus, and all Washington, DC Metropolitan Area bus systems including ART - Arlington Transit, DASH, DC Circulator, CUE Fairfax, Quicks Bus, Loudon Commuter Bus, PRTC OmniRide, Montgomery County Ride On and The Bus

A. Purchase a SmarTrip® Card

This is a reloadable electronic fare card. Using a reloadable fare card supports government initiatives to support and improve the environment.

1. You can make a purchase at a Metro Sales Store, Kiosk (located in Metro Stations with parking), a Commuter Store and many retail establishments.

For more information on purchase locations:

<http://www.wmata.com/fares/purchase/where.cfm>

2. You can also purchase a SmarTrip® Card on line:

<http://www.wmata.com/fares/purchase/>

An online order requires you to provide a shipping address that matches the billing address on record with your credit card provider

B. Create a Personal Account and 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 to registering your card is to protect the funds on the card. If lost or stolen you may cancel it. After you replace your SmarTrip® card, you can transfer the funds to the new card.

1. Register your SmarTrip® card here:

<https://smartrip.wmata.com/Registration/Register.aspx>.

2. You must indicate the type of card by matching the serial number on the back with the pattern that is circled in the illustration on the next page.

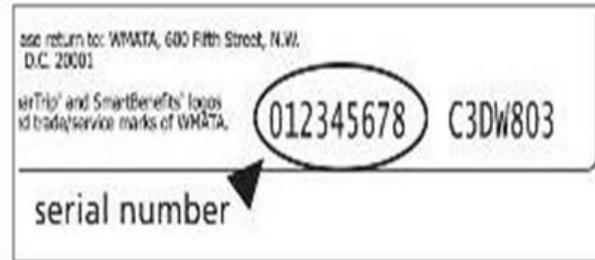
Examples

TIP

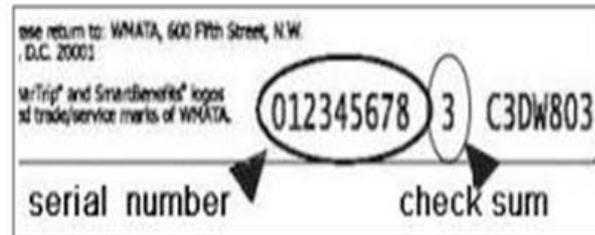
Add zeros to the **front** to create a nine (9) digit card number.

i.e. 000654327

Card Type #1: Ⓞ



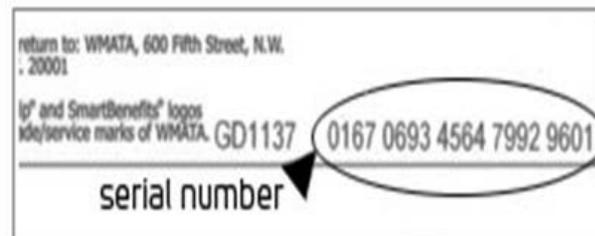
Card Type #2: Ⓞ



Card Type #3: Ⓞ



Card Type #4: Ⓞ



Still have Questions?

- To Contact WMATA directly. Call: 202-637-7000 or Email: smartrip@wmata.com
- To submit a Web Inquiry: http://www.wmata.com/about_metro/contact_us/ridercorcomment.cfm

Do you ride more than one transit system?

- Allot some of your benefit to your SmarTrip® card and the rest to another transit system using a Commuter Store, such as Commuter Direct.

Use your Transit Benefit

Remember it is only for your
National Capital Region Home-
to-U.S. House of
Representatives Duty Station-to
National Capital Region Home
commute.

Protect Your Transit Benefit

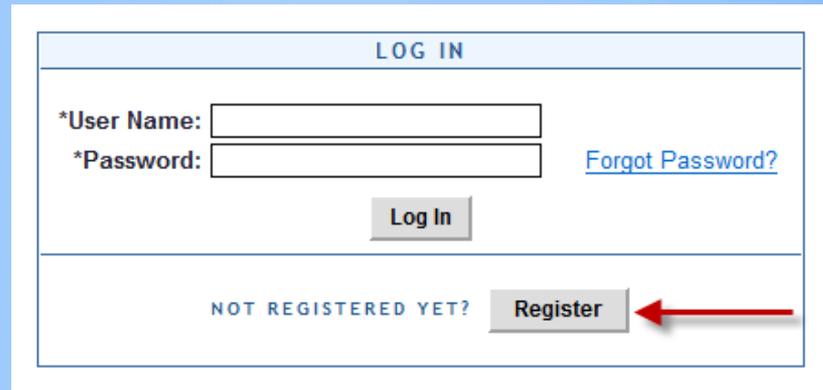
Anytime the amount you receive exceeds the amount you need you must adjust!

You need your Employee ID Number

- Check your monthly earning statement
- Contact the Payroll and Benefits Office
 - Call: 202-225-1435
 - Visit: B215 Longworth H.O.B.

4.) Use your official U.S. House federal email address to create a User Account

TRANServe Transit Benefit Application Website



The screenshot shows a web form with a light blue header containing the text "LOG IN". Below the header, there are two input fields: "*User Name:" followed by a text box, and "*Password:" followed by a text box. To the right of the password field is a blue hyperlink labeled "Forgot Password?". Below these fields is a grey button labeled "Log In". At the bottom of the form, the text "NOT REGISTERED YET?" is displayed, followed by a grey button labeled "Register". A red arrow points to the "Register" button.

A. Log on to: <https://transitapp.ost.dot.gov>

B. If this is your first time in this system - click the "Register" button

REMEMBER – YOU ONLY NEED TO REGISTER THE FIRST TIME YOU USE THE SYSTEM

ACCOUNT INFORMATION

*User Name: First.LastName@mail.house.gov

*First Name: First

Middle Name:

*Last Name: Last

*Agency/Mode: HOUSE

Phone Number: 202-223-1223

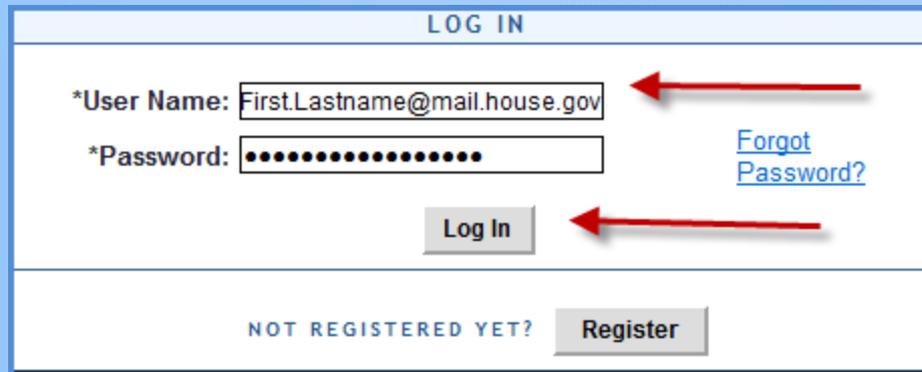
Register Cancel Reset

- Complete the registration form
- Use your US House government email address as your User Name
- Click "Register"

NOTE: A temporary password will be emailed to you at your official US House address. When you receive the temporary password, please follow the Instructions beginning on the next page

5. Submit the Transit Benefit Program expense worksheet and application

- a. Type in your User Name and Password
- b. Click "Login"



The screenshot shows a login interface with the following elements:

- LOG IN** (Section Header)
- *User Name:** (Red arrow points to this field)
- *Password:** (Red arrow points to this field)
- [Forgot Password?](#) (Link)
- Log In** (Button) (Red arrow points to this button)
- NOT REGISTERED YET?** (Link and button)

Welcome To Parking and Transit Benefit Public Website Version v 1.0



[Transit Benefit Application](#)



[Approval Section](#)



[My Account](#)



[Change Password](#)



[Log out](#)

a. Select "Change Password"

CHANGE PASSWORD

*Current Password:

*Create New Password:

*Reenter New Password: 

*Create a Hint:

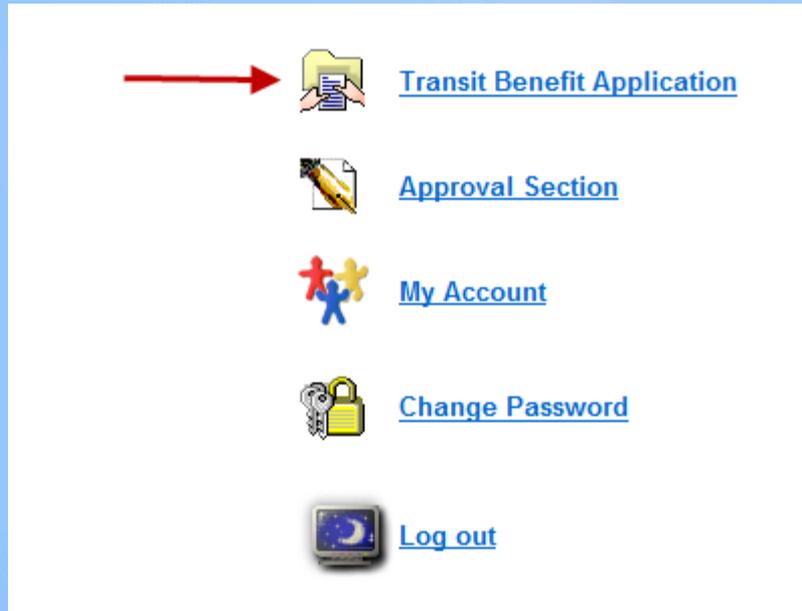
A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.

- a. Complete the Change Password form
- b. Click “Submit”
 - i. “Password Changed!” will be displayed
- c. Click “Home” on the blue task bar to continue

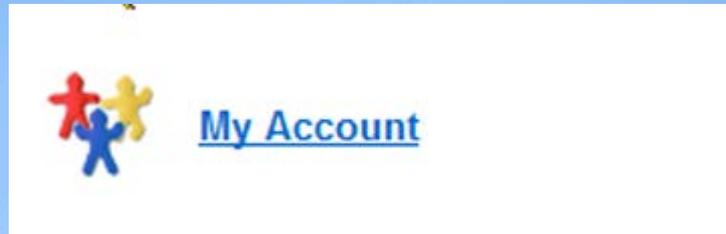


a. To:

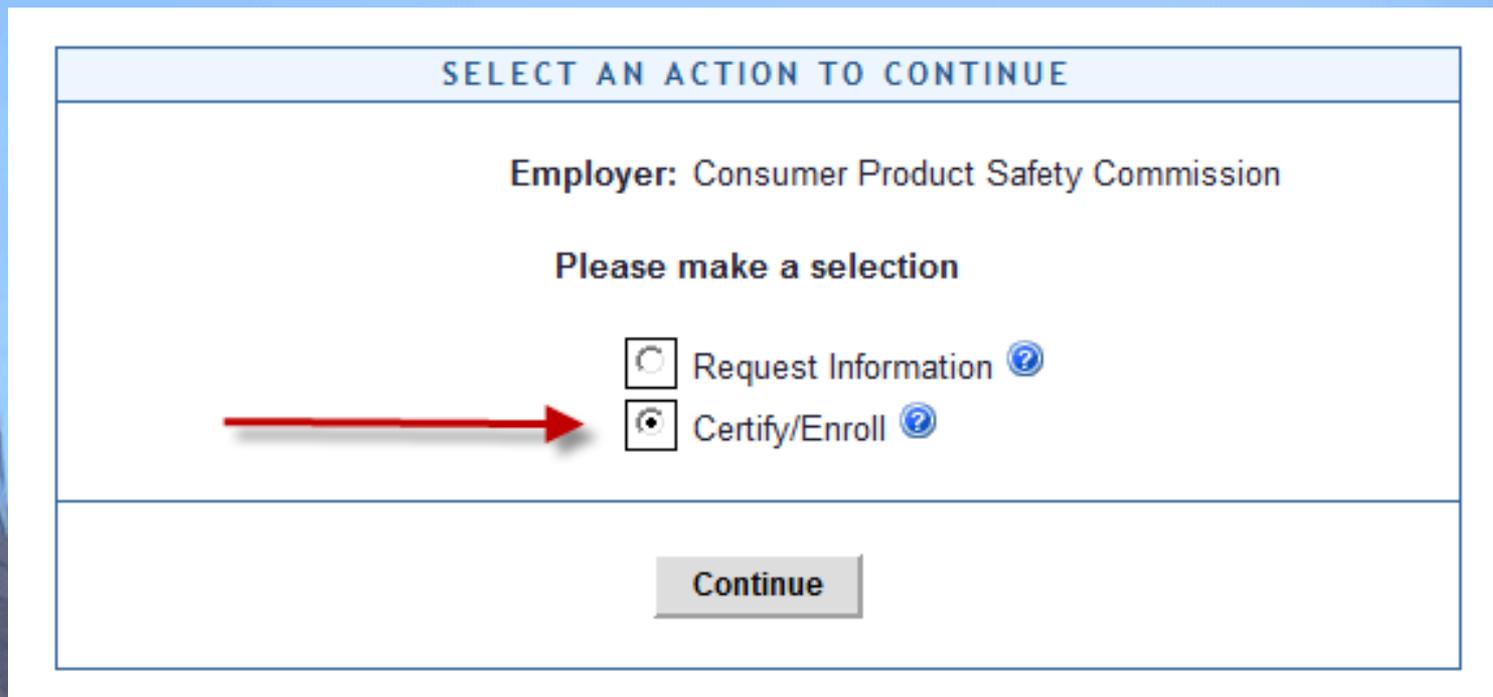
- i. Apply, withdraw, request information or change existing information select:**



- i. To update account information (Name, Username, Phone number, Email Address, etc.) select:



- ii. To Complete the Transit Benefit Application select:

A screenshot of a web form. At the top, a light blue header bar contains the text "SELECT AN ACTION TO CONTINUE". Below this, the text "Employer: Consumer Product Safety Commission" is centered. Underneath, the instruction "Please make a selection" is centered. There are two radio button options: "Request Information" and "Certify/Enroll". A red arrow points to the "Certify/Enroll" option. Both options have a blue question mark icon to their right. At the bottom of the form, there is a grey "Continue" button.

- i. Click **“Continue”**
- ii. Read the terms and conditions of the Transit Benefit Program :

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.

Click “I Agree” to proceed to the application

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

WARNING !

Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001.

1. I am a “qualified employee” of the U.S. House of Representatives as defined in the Regulations governing the Transit Benefit Program of the U.S. House of Representatives;
2. I am not currently assigned a House parking permit or parking privilege;
3. I am not a member of a carpool/vanpool that has a House parking permit or parking privilege;
4. I will personally use this transit benefit exclusively in support of transportation required to commute, via a qualified transit provider(s), to and from my local residence and congressional duty station in support of the conduct of official business, as authorized by the Regulations governing the Transit Benefit Program of the U.S. House of Representatives; and
5. That the amount of the benefit requested is equal to my actual commutation cost via a qualified transit provider(s) or the maximum amount allowed by Title 26, U.S.C. 132(f)(s), **whichever is less;**
6. I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit; and
7. That this is the only transit benefit authorized by P.L. 109-59 that I am requesting.

Follow these Steps to Submit the Transit Benefit worksheet and application:

- 1) Read the Plain Language Reminder and Calculation Instructions at the top of the Transit Benefit Application Worksheet.

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**"

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

1) Complete the Expense Worksheet (Example on page 19)

- a. Specify the Reason for Certification using the drop down box
- b. Select your methods of mass transportation
- c. Select “Civilian/Military” from drop-down menu
- d. Select your work status from drop-down menu
- e. Enter ONE Transit Company Name per line
 - i. Do NOT enter Metro/VRE or any other combination
 - ii. Use the “other” field if you have an additional entry
- f. Enter either your daily or monthly commuting expenses
 - i. Use monthly only if you purchase a monthly pass
 - ii. Enter the number of days you routinely work in a month
 1. Do you RDO or telework?

Note: Repeat these steps for each method of Mass Transit you routinely use.

The Total Monthly Expense value automatically calculates and transfers to the Application.

*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
Bus to Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Bus from Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other Bus to Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other Bus from Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>

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:

1) **Complete the Transit Benefit Program Application** (at any point, click  for additional information)

- a. **Identifier:** Enter your Payroll & Benefit assigned Employee ID number
- b. **Work Phone:** Enter your Work Phone
- c. **Common Identifier:** **Enter 4832**
- d. **Agency/Mode:** Enter HOUSE
- e. **Region:** Select “DC”
- f. **Admin:** Select “House”
- g. Enter work information
 - i. The full address to which you commute via mass transit
- h. Enter Washington, DC area residence information
 - i. The full address from which you commute via mass transit
- i. Approving Official: Select Payroll & Benefit
- j. Point of Contact: Select Payroll & Benefit
- k. Manager/Fund Certifier: Select Payroll & Benefit
- l. Manager Phone: Enter the best number with which to reach your Supervisor
- m. SmarTrip® card number.
 - i. Refer to the  icon to identify the correct nine digit sequence required by Metro. (example p.18)
 - ii. All US HOUSE employees must have a SmarTrip® card
- n. Comment for Agency Approvers: Enter any additional information to assist in the approval process
- o. Click “Submit Application”

You will receive email notification that your application was forwarded to the first Approver.

SmarTrip® Card Numbers

HOW TO FIND SMARTRIP CARD NUMBER?

SmarTrip cards are limited to WMATA commuters in the NCR (Washington, DC-Virginia-Maryland)

If you do not commute on WMATA in these areas enter N/A.

Enter the SmarTrip Card number without dashes or spaces.
See the samples below to identify your card number series, then insert the numbers on the application in the same format that follow =

Type #1: 012345678 C3DW803 = 012345678

Type #2: 12345678 3 C3DW803 = 123456783

Type #3: C3DW017 0020 0001 5644 364 6 = 0020000156443646

Type #4: GD1137 0167 0693 4564 7992 9601 = 01670693456479929601

Close



**The Payroll & Benefits Staff
are available to assist you**

Please email questions to:

transit.benefits@mail.house.gov



OR

Call: 202-225-1435

Visit: B215 Longworth H.O.B



Complete the Transit Benefit Program Application

(at any point, click  for additional information)

1. **Identifier:** Enter your Payroll & Benefit assigned Employee ID number
2. **Work Phone:** Enter your Work Phone
3. **Common Identifier:** Enter 4832
4. **Agency/Mode:** Enter HOUSE
5. **Region:** Select "DC"
6. **Admin:** Select "House"
7. Enter work information
 - a. The full address to which you commute via mass transit

Continued....

Complete the Transit Benefit Program Application

(at any point, click  for additional information)

8. Enter Washington, DC area residence information
 - a. The full address from which you commute via mass transit
9. Approving Official: Select Payroll & Benefit
10. Point of Contact: Select Payroll & Benefit
11. Manager/Fund Certifier: Select Payroll & Benefit
12. Manager Phone: Enter the best number with which to reach your Supervisor
13. SmarTrip® card number.
 - a. Refer to the  icon to identify the correct nine digit sequence required by Metro. (example p.18)
 - b. All US HOUSE employees must have a SmarTrip® card

Continued....

Complete the Transit Benefit Program Application

(at any point, click  for additional information)

14. Comment for Agency Approvers:

- a. Enter any additional information that will assist in the approval process

15. Click "Submit Application"

You will receive email notification that your application was forwarded to the first Approver

