

Department of the Treasury Federal Employee

TRANSIT BENEFIT PROGRAM

Applicant Guide



Apply for the transit benefit program in five easy steps:

- 1) Complete Transit Benefit Integrity Awareness Training
- 2) Purchase and Register a SmarTrip® card
- 3) Get your Employee ID Number
- 4) Create a User Name at the TRANServe website
- 5) Submit the Transit Benefit worksheet and application

(1) Complete Transit Benefit Integrity Awareness Training

HOME AGENCY RESOURCES **PARTICIPANTS** Google Search Go

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
- + USNAVY-REG / USNAVY-NAF
- **Treasury - HQ**
 - Department of Treasury – Headquarters Transit Benefit Program
 - Email: PTIPBenefits@treasury.gov
 - [Treasury Transit Benefit Integrity Awareness Training](#)
 - Treasury- Transit Benefit Applicant's Guide
 - Treasury - Transit Benefit Supervisor's Guide
 - [How to Register your SmarTrip Card](#)
 - [Frequently Asked Questions](#)

DOT Parking/Transit Office

Contact Us

Normal Hours:
Monday – Friday,
8:30 a.m. – 4:00 p.m.

Friday June 1, 2012

[Office address and info]

[Mobile Commuter Store Bus at DOT HQ on Thursdays!](#)

Recent Bulletins

- [TSB 2012-10 RTA Discontinues Farecheck Voucher Returns for Credit](#)
- [TSB 2012-09 Paper Voucher Program Continues](#)
- [TSB 2012-08 DOT Annual Transit Benefit Program Recertification](#)
- [TSB 2012-07 TRANServe Online Transit Benefit Program Application New Information Requirements](#)
- [TSB 2012-06R TRANServe Online Enrollment Application – Revised](#)
 - [Attachment Online App screen shots](#)
- [TSB 2012-06 TRANServe Online Transit Benefit Program Application Enhancements - Go Live](#)
- [TSB 2012-05 TRANServe Online Transit Benefit Program Application Enhancements](#)
- [TSB 2012-04 March 1, 2012 Bicycle Benefit Claim Submission Deadline](#)
- [TSB 2012-03 Effect of WMATA SmartBenefits® Autoload Transition on Unused Transit Benefit](#)

[More...](#)

links metro weather traffic

I am...

- ◆ Log on to <http://transerve.dot.gov>
- ◆ Click on “Participants”
- ◆ Click on “Treasury - HQ”

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

Participants

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[More...](#)

I am...

- ◆ Click on “**Treasury Transit Benefit Integrity Awareness Training**”
- ◆ Complete the training
- ◆ Print two copies of the Completion Certificate and give one to your supervisor.

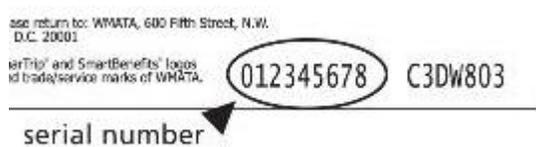
NOTE: ENSURE YOUR SUPERVISOR EMAILS YOUR CERTIFICATE TO PTIPBENEFITS@TREASURY.GOV.

(2) Purchase and Register a SmarTrip® card

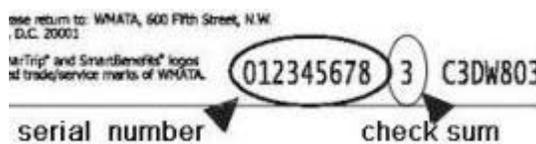
SmarTrip® card usage is mandatory for all participants in the National Capital Region.

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:

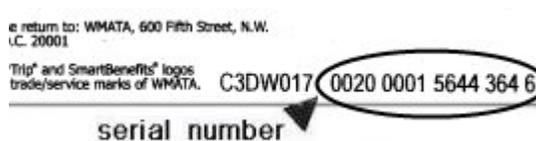
Card Type #1: ●



Card Type #2: ●



Card Type #3: ●



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.

3. Choose SmartBenefits® -

- a. Van Pool and Transit Services such as MARC & VRE can allocate SmartBenefits® here: www.wmata.com/business/employer_fare_program/vanpool_transit.cfm
- b. Read the SmartBenefits® MARC & VRE Passenger Reference Guide .

Still have Questions? To Contact WMATA Call: 202-637-7000, Email: smartrip@wmata.com

Web Inquiry: http://www.wmata.com/about_metro/contact_us/ridercomment.cfm

Do you ride more than one transit system in your regular home to work to home commute?

Allot some of your benefit to your SmarTrip® card and the rest to another transit system using Commuter Direct.

WHAT IS COMMUTER DIRECT?

Commuter Direct is a commuter service that enables you to use SmartBenefits®, even when using a SmarTrip® card is not an option for your mode of transportation. Allocate some or all of your transit benefit to your Commuter Direct account using the SmartBenefits® allocation process detailed here: <https://www.commuterpage.com/smartbenefits.cfm>

Remember, a transit benefit downloaded directly to your SmarTrip® card cannot be used on transportation not equipped with White SmarTrip® Target.

HOW DOES COMMUTER DIRECT WORK?

By creating a SmartBenefits® Personal Account, your benefit is placed in a personal Commuter Store or CommuterDirect.com mail order account so your SmartBenefits® are applied to your purchase of fare media. (Sign up for a SmartBenefits® personal Account here: <https://www.commuterpage.com/smartbenefits.cfm>)

4. **Create Commuter Direct Account:** Visit a Commuter Store or go on line to <https://www.commuterpage.com/smartbenefits.cfm>

For location information: <http://www.commuterpage.com/stores.htm>

How do I sign up for Commuter Direct Mail Delivery Service?

Go to: <https://www.commuterpage.com/smartbenefits.cfm>

- A. Read and Check the box stating that you have read the information.

To use the Commuter Direct Mail Delivery Service choose “Use SmartBenefits® at Commuter.Direct.com”

Follow these Steps:

1. “Click here to create an account and get started” Next to the CommuterDirect.com Logo
2. Fill in all required Account Information
3. Click “I Understand and Accept” the Terms and Conditions
4. Click on “Create Account”
5. Add your SmarTrip® Card number to your account
6. Select the type of card (9, 10 or 16 digit)
7. Enter your SmarTrip® Card number
8. Choose to create a new ID or use your existing METRO User ID (Your ID should match the exact name you used to sign up for the transit benefit at your Agency.)
9. Click “Validate SmarTrip® Card”
10. Select Starting period (first pass delivery)
11. Enter your phone number
12. Verify that the “Registration Zip Code” is the same zip code used when you registered your SmarTrip® card with METRO. (If you do not know, call METRO @ 888-762-7874)
13. Enter your Employer
14. Enter the cost of your ticket
15. Click “Verify my Passenger Allocation Account Information”
16. Click “Submit”
17. Click ”Enter Your Credit Card Information”
18. Enter your Credit Card information
19. Click “ Add Payment Method”
20. Click “Continue” under “Payment was successfully added”.
21. Click “Add new” (Next to “Renewable Orders”).
22. Select your Transit System (For example: MARC or VRE)
23. Select the pass you use
24. Choose the start date. (Month you will first need the pass)
25. Choose Origin and Destination stops
26. Select “Shipping Methods” (TIP: US mail is Free)
27. Select your SmarTrip® Card from “Promise Type”
28. Enter the cost of your pass in the Promise Value
29. Click on “Create Renewable Order”
30. **Congratulations!** Your Order Has Been Created

Your Pass will arrive in the mail in advance of each new month.

To pick up your pass at the Commuter Store choose “Use my SmartBenefits® at the Commuter Store”

Follow these Steps:

1. Click on “click here” next to Commuter Store Logo.
2. Select the type of card you have 9, 10 or 16 digit card numbers. If you are unsure click the “? “ button for examples.
3. Enter your SmarTrip® Card #.
4. Enter your WMATA User ID and Password.
5. Click on Validate SmarTrip® Card before Continuing.
6. Select your Starting period. (the month you will need your first pass for)
7. Fill out the Name and Address information that you provided when you registered your SmarTrip® Card.
8. Enter your Employer Name
9. Enter the cost of your ticket in the box “Contribution Amount”.
10. Click “Verify my Passenger Allocation Account Information”
11. Click “Submit”
12. **Now you can pick up your pass at one of the Commuter Stores** starting the 22nd day of the previous month.(May 22 for June) You must bring your SmarTrip® card and a valid photo ID

Still have Questions? Contact Commuter Direct by calling: 703-228-RIDE (703-228-7433)
TDD for deaf and hard of hearing only: 711 or Email: CommuterDirect@arlingtontransit.com

Finally:

- **Use your Transit Benefit** – Remember it is only for your Home-to-Work-to-Home commute.
- **Protect Your Transit Benefit**
- **Anytime the amount you receive exceeds the amount you need you must adjust!**

(2) Get your Employee ID Number

- Log on to HR Connect
- Click on “My Information” (located on the top left-hand side)
- Look in the middle of the page for EMPLID

HR Connect
your online connection to human resources

Home | Sign out | Add to Favorites | Contact Us

Manager Employee Report Output Menu

About Me

- ▶ **My Information**
View or update your personal and emergency contact information.
- ▶ **Self Service Guide**
View a guide to your self service options.

HR Connect Help

- ▶ **HR Connect-2-Learn Training Resource Center**
This center offers learning and other helpful resources to support you in completing most HR Connect functions.
If you are unable to find a tool or resource and are interested in training contact us.
- ▶ Have a question? - [eMail us](#)

Last Login

Your last successful login was JUN 06, 2012 06:46 p.m. There have been 0 unsuccessful logins since.

Privacy and Security Policy

Welcome to HR Connect - The HR and services portal for employees. Manage your career, update your personal information, get benefits information and so much more.

ePerformance

- ▶ **ePerformance**
Create, maintain, and perform routine administrative tasks on your performance documents.

Links to HR Tools

- ▶ **NFC Employee Personal Page**
View your earnings statement, W-2, and payroll deductions. Update your payroll information: taxes, allotments, health insurance, and thrift savings contribution.
- ▶ **Fed Tax Withholding Calculator**
Estimate Federal tax biweekly withholding rates.
- ▶ **Salary Tables**
View the latest Federal salary tables and related information.
- ▶ **Thrift Savings Plan (TSP)**
Review your account balance or loan amount, change fund allocations, and perform interfund transfers
- ▶ **Soc Sec Benefit Planner**
Learn about and calculate social security benefits.
- ▶ **Benefits, Life Events Planner**
Obtain information about Federal benefits, health/life insurance, and long term care.
- ▶ **USA Gov**
Access Federal Government resources, information, and services and link to state/local governments.
- ▶ **Safety and Health Info Mgmt**
Safety and Health Information Management System (SHIMS). Use this link to initiate a claim for Workers' Compensation and/or medical benefits relating to a work-related illness or injury.

Learning & Development

The below links will connect you to your organization's learning management system's homepage.

- ▶ LearnATF
- ▶ GAO Learning Center
- ▶ HUD/HVU
- ▶ Treasury TLMS (non-IRS)
- ▶ Treasury ELMS (IRS)

Go Learn

Serves as the Government-wide one-stop resource to obtain high quality e-Training product and services.

- ▶ **Law Enforcement Training**
Obtain skills and knowledge to meet demanding challenges of a Federal law enforcement career.
- ▶ **Treasury Executive Institute**
Offers learning opportunities to meet the needs of the Department's senior executives.
- ▶ **Graduate School**
Provides career-related courses from the Government's continuing education institution.

My Career Info

- ▶ **Job Search - USAJOBS**
Looking for a new job? Check out job listings from USAJOBS.

NOTE: YOU WILL NEED YOUR EMPLOYEE ID NUMBER FOR THE PTIP APPLICATION

(3) Create a User Name and password at the TRANServe website

TRANServe
~ business in motion ~

Facilities Service Center - TRANServe
Transit Benefits Program

U.S. Department of Transportation

LOG IN

User Name:

Password: [Forgot Password?](#)

Log In

NOT REGISTERED YET?

Thursday, April 24, 2008

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

REMEMBER – YOU ONLY NEED TO REGISTER ONCE.

The image shows a registration form titled "REGISTRATION" with the following fields and values:

- User Name: victoria.owens@treasury.gov
- First Name: Victoria
- Middle Name: (empty)
- Last Name: Owens
- Agency/Mode: TRE-HQ (selected from a drop-down menu)
- Phone Number: 202-366-1234
- Hint*: (empty)

Below the fields is a note: "*A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended." At the bottom are three buttons: "Register", "Cancel", and "Reset".

Red arrows point to the User Name field, the Agency/Mode drop-down menu, and the Register button.

- ◆ Complete the registration form
- ◆ Use your government email address as your User Name
- ◆ Select “**TRE-HQ**” 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 12.



The screenshot shows a login form titled "LOG IN". It contains two input fields: "User Name:" with the text "victoria.owens@treas" and "Password:" with a masked password of ten dots. To the right of the password field is a blue link "Forgot Password?". Below the password field is a grey "Log In" button. At the bottom of the form, there is the text "NOT REGISTERED YET?" and a grey "Register" button. A red arrow points from the left to the "User Name:" field, and another red arrow points from the bottom to the "Log In" button.



- ◆ Type in 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



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”



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



SELECT AN ACTION TO CONTINUE

Select Your Employer: Department of Treasury ▾

Please make a selection

- Request Information
- Change an Existing Account
- Withdraw from the Program
- Recertify/Enroll

Proceed 

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



Transit Benefit Application



Enter a new transit application, withdraw, request information or change an existing account.



My Account



Update account information (i.e., Name, User Name, Phone Number, Email Address and Agency).

Transit Benefits Program

on Approval Section Utilities Logout

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 TO PROCEED WITH THE APPLICATION.

(4) Submit the Transit Benefit worksheet and application

Facilities Service Center - TRANServe
Transit Benefits Program

Home Transit Application Approval Section Utilities Logout

RE-CERTIFY

TRANSIT BENEFITS VERIFICATION WORK SHEET

All employees are required to certify their monthly commuting costs by calculating to the nearest dollar for their daily commute to work.

Employees are reminded that parking fees are not eligible for transit benefits and should not be included when computing daily, weekly or monthly commuting costs.

Instructions: Calculate your Total Monthly Mass Transit Expenses based on the way (daily, weekly, monthly) that you pay for your commute. List your mode of mass transportation and how much it costs you. All costs must be computed to a monthly expense.

Mode of Transportation	Daily Expense	Weekly Expense	Total Monthly Expense
Bus to Work (local)	\$	\$	\$
Bus from Work (local)	\$	\$	\$
Other Bus Mode to Work (commuter or county)	\$ 3.50	\$ 17.50	\$ 70.00
Other Bus Mode from Work (commuter or county)	\$ 3.50	\$ 17.50	\$ 70.00
Rail to Work (MARC, VRE, Metro, other)	\$ 2.00	\$ 10.00	\$ 40.00
Rail from Work (MARC, VRE, Metro, other)	\$ 3.00	\$ 15.00	\$ 60.00
Other Mode to Work:	\$	\$	\$
Other Mode from Work:	\$	\$	\$
Van Pool	\$	\$	\$
Calc Total			\$ 240.00

Converting Daily and Weekly Cost to Monthly Cost

40-hour workweek and compressed workweek

8-hour work day conversion			9-hour work day conversion			10-hour work day conversion		
Daily Cost	No. Days Worked x 20	Total Monthly Cost	Daily Cost	No. Days Worked x 18	Total Monthly Cost	Daily Cost	No. Days Worked x 16	Total Monthly Cost
\$ 12.00	x 20	\$ 240.00	\$	x 18	\$ 0.00	\$	x 16	\$

Other Work Schedule Conversions (telecommuters, part-time, maxiflex, etc.)

Other Work Schedule Conversions			Weekly Work Schedule Conversions		
Daily Cost	Number of commute days per month x no. days	Total Monthly Cost	Weekly Cost	Number of weeks per month x 4	Total Monthly Cost
\$	x	\$	\$	x 4	\$

Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.

Total Monthly Costs \$ 240.00

**NATIONAL CAPITAL REGION PUBLIC TRANSPORTATION
TRANSIT BENEFIT PROGRAM APPLICATION**

Identifier: 1234 (Last 4 digits of Social Security No)

Name: Victoria Owens

Email Address: victoria.owens@dot.gov Work Phone: 202-555-1212

Common Identifier: Fluffy Work Zip Code: 20220

DEPARTMENT OF TREASURY

Agency/Mode: TRE-HQ Region: DC Vendor: WMATA

Admin: TRE-HQ-DC Location/Building: 1500 PENNSYLVANIA Transit System: Transit (Rail)

Civilian/Military: Civilian

Work Status: Full Time

I certify that my usual monthly commuting costs are: 240.00

RESIDENCE INFORMATION

Address: 1111 Las Vegas Court

City: Crofton State: MD Zip: 21114

Approving Official: Adam Szubin Point of Contact: VERIS BAILEY

Manager/Fund Certifier: VERIS BAILEY Manager Phone: 202-622-0001

SmartTrip Card Number: 123456789

Submit Application Cancel

PRIVACY ACT STATEMENT:
This notice is provided pursuant to the Privacy Act, 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).

- 1) Specify Mode of Transportation (i.e., Keller Bus)
 - 2) Complete the Daily, Weekly and Total Monthly Expense columns. Vanpool participants need only to complete the "Total Monthly Expense"
 - 3) Click "Calc Total"
 - 4) Indicate your work schedule
 - 5) Complete the "Total Monthly Cost" section
- NOTE: All totals on the worksheet must match.
- 6) Enter your Employee ID number in the "Identifier" box
 - 7) Select your Agency/Mode and Admin
 - 8) Select your transportation vendor
 - 9) Select the transit system. Hold the ctrl key to select multiple transit systems
 - 10) Enter total monthly commuting costs. This must be the same total as your worksheet total.
 - 11) Enter residence information
 - 12) Select Approving Official
 - 13) Select Manager/Fund Certifier
 - 14) Select Point of Contact
 - 15) Enter SmartTrip® card number. All Treasury employees within the NCR must have a SmartTrip® card
 - 16) Click "Submit Application"

The PTIP Benefits Office is always available to assist you. Please see our contact information below:

Location: Treasury Annex
6000/Office of Environment, Health and Safety

Main Office number: (202) 622-6333

Email: PTIPBenefits@treasury.gov

