

APPLICANT'S GUIDE





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Last updated: 10/19/2010

◆ Click on “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**”.

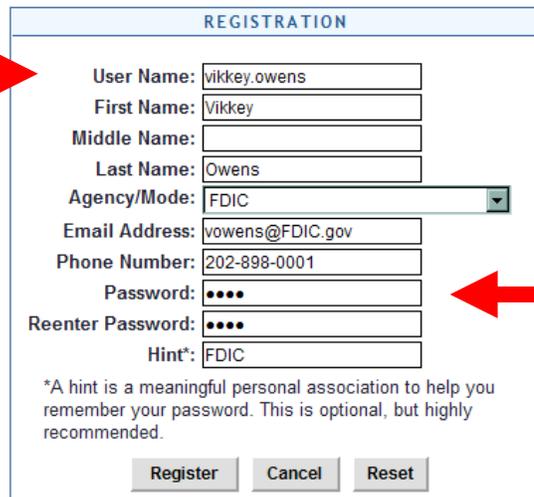
CLICKING ON THE “**TRANSIT BENEFIT APPLICATION AND WORKSHEET**” LINK WILL TAKE YOU TO THE **TRANSIT BENEFIT APPLICATION WEBSITE**.

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"/>	



◆ Click **“Register”**.

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



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

- User Name: vikkey.owens
- First Name: Vikkey
- Middle Name: (empty)
- Last Name: Owens
- Agency/Mode: FDIC (dropdown menu)
- Email Address: vowens@FDIC.gov
- Phone Number: 202-898-0001
- Password: ●●●●
- Reenter Password: ●●●●
- Hint*: FDIC

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 "Password" field, and the "Register" button.

- ◆ Complete the registration form.
- ◆ You must use your official payroll name (i.e., the name that appears on your payroll records) as your **User Name**. Please note that if you do not use your official payroll name, you will be automatically removed from the on-line transit system during annual recertification.

◆ Click “Register”.

The screenshot shows a web page with a dark blue header. On the left is the TRANServe logo. On the right, it says 'Facilities Service Center - TRANServe' and 'Transit Benefits Program'. Below the header is a light blue box titled 'LOG IN'. Inside this box, there are two input fields: 'User Name:' with the text 'vikkey.owens' and 'Password:' with four dots. To the right of the password field is a blue link that says 'Forgot Password?'. Below these fields is a grey button labeled 'Log In'. At the bottom of the box, it says 'NOT REGISTERED YET?' followed by a grey button labeled 'Register'. Two red arrows are overlaid on the image: one points from the left towards the 'Log In' button, and another points from the bottom right towards the 'Register' button.

◆ 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](#)



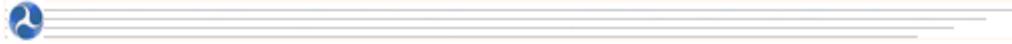
[Change Password](#)



[Log out](#)

◆ Select “**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

Select Your Employer: ←

Please make a selection

Request Information

Change an Existing Account

Withdraw from the Program

Recertify/Enroll ←



- ◆ Select your Agency from the drop-down menu.
- ◆ Click “**Recertify/Enroll**” (for both new applicants and participants who are recertifying).
- ◆ Click “**Proceed**”.

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.

I Agree

I Do Not Agree



- ◆ 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.

APPLICATION TIP

Who is my “vendor”

Vendor- The application asks for each vendor (transit authority) used for transportation to and from work. i.e., in the National Capital Region the vendor is WMATA which gives you three choices: WMATA, WMATA Senior and WMATA Disabled.

WMATA – Select this vendor if you receive the Metrochek or use SmartBenefits.

WMATA Senior or WMATA Disabled – **Senior citizens (65 and older), persons with disabilities and customers with a Medicare card and valid photo ID ride for half the regular fare.** On Metrorail, use a senior/disabled fare card or SmarTrip® card. On Metrobus, use a senior/disabled bus pass or SmarTrip® card or show your Metro ID or Medicare card and valid photo ID and pay the reduced fare.

These cards only work on Metrorail, Metrobus or Metro Access. For instance, if you are a senior citizen and ride the Metrobus you may receive the WMATA senior farecard or SmarTrip® card. If you are a senior citizen and ride the MARC or VRE you must choose WMATA as the vendor to receive a Metrochek. The WMATA senior ticket will not work on the MARC or VRE .

If you are a participant outside the National Capital Region, choose the vendor or voucher you receive in your area. For example, participants in Atlanta riding MARTA select MARTA-ATLANTA from the drop-down box.`

MARTA-ATLANTA – Select this vendor if you ride the MARTA system in Atlanta.

COBB COUNTY, COMMCHEK-GENERIC, DOUGLAS COUNTY RIDESHARE, GRTA-ATLANTA, TRANSBEN, or VPSI are other Atlanta options.

If more than one vendor is used for your commute, select the one with the greater value. All vendor(s) must be listed by name on the worksheet portion of the application. Enter the name and monthly cost for each of the vendors you use to and from work.



ENROLL IN THE TRANSIT BENEFIT PROGRAM

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)	Name of Company <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>				
Bus from Work (local)	Name of Company <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>				
Other Bus Mode to Work (commuter or county)	Name of Company Keller Bus	\$ <input type="text"/>	\$ <input type="text"/>	\$ 76.48				
Other Bus Mode from Work (commuter or county)	Name of Company Keller Bus	\$ <input type="text"/>	\$ <input type="text"/>	\$ 76.48				
Rail to Work (MARC, VRE, Metro, other)	Name of Company Metro	\$ 1.35	\$ <input type="text"/>	\$ 27.00				
Rail from Work (MARC, VRE, Metro, other)	Name of Company Metro	\$ 1.35	\$ <input type="text"/>	\$ 27.00				
Other Mode to Work:	Name of Company <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>				
Other Mode from Work:	Name of Company <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>				
Van Pool	Name of Company <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>				
Calc Total				\$ 206.96				
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	Total Monthly Cost	Daily Cost	No. Days Worked	Total Monthly Cost	Daily Cost	No. Days Worked	Total Monthly Cost
\$ 10.35	x 20	\$ 207.00	\$ <input type="text"/>	x 18	\$ 0.00	\$ <input type="text"/>	x 16	\$ <input type="text"/>
Other Work Schedule Conversions (telecommuters, part-time, maxiflex, etc.)				Weekly Work Schedule Conversions				
Daily Cost	Number of commute days per month	Total Monthly Cost	Weekly Cost	Number of weeks per month	Total Monthly Cost			
\$ <input type="text"/>	x no. days <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	x 4	\$ <input type="text"/>			
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.					Total Monthly Costs	\$ 206.96		

- 1) Fill out Mode of Transportation (for example, Keller Bus)
- 2) Complete the Daily, Weekly or Monthly Expense to Work (Example: Daily and Monthly)
- 3) Fill out Daily, Weekly or Monthly Expense from Work (Example: Daily and Monthly)
- 4) Click “Calc Total” button
- 5) Complete the “Converting Daily and Weekly Cost to Monthly Cost” section
- 6) Insert your Total Monthly Cost

NOTE: The “Calc Total”, the “Converting Daily and Weekly Cost to Monthly Cost” and the “Total Monthly Cost” must match.

- ◆ Complete the “**Transit Benefits Verification Worksheet**”.
- ◆ Complete the “**Converting Daily and Weekly Costs to Monthly Cost**” section. (See above instructions)

REMEMBER: PARKING FEES ARE NOT ELIGIBLE FOR TRANSIT BENEFITS AND SHOULD NOT BE INCLUDED WHEN COMPUTING DAILY, WEEKLY OR MONTHLY COMMUTING COSTS.

- 1) Enter Employee ID
- 2) Enter full name, email address and work phone.
- 3) Select appropriate choice for Agency, Region, Admin, Civilian/Military and Work Status fields.

NOTE: The Admin field is to select your region. The Region field is to pick your sub-region. (Example: LA, San Diego)

- 4) Select Vendor
- 5) Highlight all Transit Systems used. If using more than one, hold the "CTRL" key while selecting.
- 6) Enter Work Street Address
- 7) Enter Home Address
- 8) Select appropriate Approving Official (Transit Subsidy Coordinator) and Manager/Fund Certifier (Select appropriate approver for your region).

- 9) Manager phone is optional
- 10) Enter your SmarTrip card number or put "NA" if you don't have one.

- 11) Enter any additional information in the comment box. For example, notate multiple modes of transportation, multiple forms of fare media, different denominations needed, etc.
D.C. participants: You must enter your metro on/off stop, as well.

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

Employee ID: ←

Name: (First) (MI) (Last)

Email Address: Work Phone:

FEDERAL DEPOSIT INSURANCE CORPORATION

Agency/Mode: Region: Vendor:

Admin: Location/Building: Transit System: ←

Civilian/Military: ←

Work Status:

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

RESIDENCE INFORMATION

Address: ←

City: State: Zip:

Approving Official: [Select...](#)

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

SmartTrip Card Number: ⓘ

Comment: ←

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).

◆ Fill out the transit benefit application.

- ◆ Ensure that you select the correct choices from all drop-down menus.
- ◆ Click “**Submit Application**”.