



The United States Court of Appeals for the Federal Circuit

Transit Subsidy Program

The Transit Subsidy Program is a supplemental benefit offered by the United States Court of Appeals for the Federal Circuit. Subject to funding, all employees who use approved public transportation are eligible to receive a monthly benefit. The court has approved the current maximum allowable benefit of up to \$255 per month. The amount of the benefit is determined by each participant's actual monthly transportation costs. *SmartBenefits* may be used on Metrorail/Metrobus or exchanged for fares for approved alternate transit providers. Benefits may not be given, sold, or otherwise transferred to another person.

Eligible employees will need a registered *SmartTrip* card in order to participate in the *SmartBenefits* program. A *SmartTrip* card is a permanent, rechargeable farecard that contains a computer chip to track the value of the card. *SmartTrip* cards can hold up to \$300 in Metro value and, once registered, the value of the card will be protected if the card is lost or damaged. *SmartTrip* cards may be purchased online at www.WMATA.com, at most Metro stations, and at select CVS locations.

Enrollment forms, as well as a list of participating transit systems, may be obtained from the court's Transit Subsidy Coordinator (see below). As required by the *SmartBenefits* program, fully completed and signed enrollment forms must be received by the Coordinator **no later than the 14th day of the month** in order to be eligible to begin receiving the subsidy the **following month**. Approved funds are automatically loaded into the transit benefits purse of the participant's *SmartTrip* account on the first day of each month following enrollment.

Please note that employees with an assigned parking space in the court's garage are not eligible to participate.

To participate in the program please contact:

Subrenia Stephens
Transit Subsidy Coordinator/Human Resources Technician
ASO/Suite 410
Email: subrenias@cafc.uscourts.gov
Telephone: (202) 275-8151



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SmartBenefits

Current User New User SmarTrip Card Serial Number (must be registered in employee's name)

Applicant Information

New Application Change to Application Information Annual Recertification

Name

Home Address Chambers/Office

Office Telephone Number

City State Zip Code Number of days per week that you use mass transit to commute to work?

Do you receive reduced fare rates (employees with disabilities or senior citizens)? Yes No

Are you an Intern? Yes No Internship Start Date Internship End Date

Commuting Costs

Reminders: Parking fees are not allowed and cannot be included when computing transit costs. If you receive reduced transit fares, you must calculate your costs using the amount you actually pay.

AM Daily

PM Daily

Bus Metro Commuter Train Other

Bus Metro Commuter Train Other

Total Daily Commute: \$

Employee Certification

WARNING: I understand that it is a federal crime under United States Code, Title 18, Section 1001, to make a false statement on this form. If I make a false statement I may be subject to administrative punishment, which may result in the termination of my employment.

I certify that the information on this form is true and correct to the best of my knowledge, and that: I do not utilize the parking facilities at 717 Madison Place, NW, Washington, DC. I am eligible for SmartBenefits and will use it for my regular daily commute to and/or from work. I will not transfer fare media to anyone else. The monthly SmartBenefits that I will receive do not exceed my average monthly commuting cost. If my monthly commuting cost exceeds the statutory limit, I will supplement the cost with my own funds. If there is a change to my daily commuting cost, I will notify the Transit Subsidy Coordinator.

Applicant Signature Date



OR ALLOCATE YOUR FUNDS.

Employees who wish to use the SmartBenefits® passenger allocation system must set up an account online to designate their benefit value to their commuter service. Once it is set up, the benefit is automatically allocated each month. If you need to make changes, just do so before your service provider's cut-off date (usually the 16th or 21st of the month). Visit wmata.com/smartbenefits to set up your passenger allocation account.

QUESTIONS?

For assistance with SmartBenefits®, check with your employer or program administrator. If you lose or need to replace your SmarTrip® card, report it immediately through your SmarTrip® account. Purchase a new card, register it and transfer any personal stored value from the old card. The stored value can be replaced with the value at the time of loss minus a card replacement fee, if applicable. Notify your employer of the new card's serial number so they can reassign your benefits to the new card. Still have questions? Please call SmarTrip® at 1-888-762-7874.

The statutory language (the law) that authorizes employer-provided Qualified Transportation Fringe Benefits is found at Title 26 of the United States Code (USC) Section 132 (f).

INFORMATION IS AT YOUR FINGERTIPS.

Go to wmata.com to sign up for these helpful programs:

SmarTrip® Account

- View your benefits, card balance and usage history
- Add stored value to your card
- Report a lost/stolen card
- Transfer the stored value balance to a replacement card
- Register and manage multiple cards

MetroEm@il

- Receive the latest information about SmartBenefits® and other Metro news

metroAlerts

- Free alerts delivered to your desktop or mobile device
- Be the first to know about delays, service adjustments, detours and other events that may affect your trip
- Select advisories based on your line or frequently used stations

GUARANTEED RIDE HOME

If you have an emergency and need to get home, you can use Guaranteed Ride Home to get there. You must sign up for the program, and may use it up to four times a year for personal emergencies and unscheduled overtime. For more information or to register, visit commuterconnections.org or call 1-800-745-RIDE.

It's smart for the region too!
When you take advantage of SmartBenefits® through your employer, you're not just saving money and aggravation, you're also doing your part to ease traffic on our roads and reduce pollution in our region.

**SAVE MONEY.
SAVE HASSLE.
RIDE WITH US.**

SmartBenefits®
FOR EMPLOYEES

SmartBenefits® helps keep you moving.



wmata.com

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TRANSIT. PARKING. SAVINGS. IT'S JUST SMART.

SmartBenefits® gives you up to \$3,060 a year (\$255 a month) for transit costs, as well as up to \$255 in parking benefits. Your employer can offer SmartBenefits® as:

A direct employee benefit

It costs you nothing, and private sector employers can often write off the cost as a business expense.

A pre-tax salary deduction

Through a payroll deduction, you can pay for SmartBenefits® with pre-tax income. Take the maximum transit benefit and you could save about \$649 per year in income taxes.

HOW DOES IT WORK?

SmartBenefits® are autoloaded to a SmarTrip® card—Metro's rechargeable plastic card, embedded with a special computer chip. Your employer assigns the amount of your monthly SmartBenefits® to your SmarTrip® card account using our website. Your benefits remain in your account until you use the Metro system and touch the SmarTrip® card to the circular target on station faregates, bus fareboxes or parking entry/exit gates. Then, like a debit card, your SmarTrip® card accesses your account and deducts the fare or parking fee.

Value on your card is stored in up to three different "purses"—a transit purse, a parking purse and a personal stored value purse. SmartBenefits® are kept in the transit

WHERE CAN YOU USE IT?

SmartBenefits® can be autoloaded for use on:

- Metrorail and Metrobus
- DC Circulator
- ART (Arlington Transit)
- CUE (Fairfax City)
- Fairfax Connector
- Loudoun County Commuter Bus Service
- PRTC (Potomac and Rappahannock Transportation Commission)
- OmniRide
- Ride On (Montgomery County)
- DASH (Alexandria)
- TheBus (Prince George's County)

SMARTRIP®: CONVENIENT AND SAFE.

- A SmarTrip® card can hold up to \$300 in stored value, in addition to transit and parking benefits, so you don't have to carry cash.
- It gives you one card to pay for all your public transportation needs.
- If lost, a registered SmarTrip® card—and all the value that was on it when reported lost—can be replaced. Important: You must notify your employer and give them your new SmarTrip® card serial number to reassign your benefits.

To learn more about the SmarTrip® Card, visit wmata.com/smartrip



A combination of both

Your employer can provide part of the benefit and give you the option to pay the balance from pre-tax income. Your employer buys the benefit using the combined amount, and you still save on taxes.

To enroll, your employer can log onto wmata.com and click on SmartBenefits® or call 202-962-1326 and choose Option 3.

purse, where unused funds are either rolled over or credited back to your employer at the end of the month. Employer-provided parking benefits are kept in the parking purse and any money you had on the card prior to enrolling in SmartBenefits®, or that you choose to add via cash or online transfer, remains in your personal stored value purse. Stored value funds can be used to pay for transit or Metro parking, and they will also be used if you exceed your monthly SmartBenefits® allotment

You can also reallocate transit benefits for eligible van pools, MetroAccess, MTA Commuter Bus, VRE, MARC and select long distance bus systems through the SmartBenefits® Passenger Allocation System. Or you can use SmartBenefits® to purchase transit passes on Metro, DASH, Ride On, or MTA local service through the Transit Pass Benefit program. For information on these options, visit wmata.com/smartbenefits

READY TO RIDE WITH US?

Preparing to access your SmartBenefits® is easy.

1. Your employer assigns the monthly benefit amount and informs you of the start date of your benefit.
2. Use your SmarTrip® card at least twice in the two weeks prior to your first benefit month. This prepares your card to access the account. Important: If you replace your SmarTrip® card or if you or your employer make any changes to your benefits, you will need to repeat this step. Please allow a few days for your benefits to load.