

Pre-tax Transportation Benefits

This pre-tax transportation benefit allows benefit eligible employees (full-time and regular part-time) to set aside up to **\$230** per month on a pre-tax basis. **You may elect payroll deductions in \$10 increments starting at a minimum of \$40 to a maximum of \$230 per month** for the purchase of SmartBenefit Vouchers or for adding value to your SmarTrip card. *SmarTrip* cards may be used for Metrorail, Metrobus, Metro Parking and various area transit providers who accept the SmarTrip card as a payment option. The *SmartBenefits vouchers* can be used as fare exchange for regional transit systems that *have not* adopted the SmarTrip payment option. Those systems are Virginia Railway Express (VRE), MARC Train Service, MTA commuter buses (Eyre, Dillon's, and Keller) and MetroAccess. *SmartBenefit vouchers* cannot be transferred to a SmarTrip card. Visit Metro's Internet site at: <http://www.wmata.com> to learn more about the *SmarTrip* card and the SmartBenefits voucher program.

GW's pre-tax transportation benefits program highlights include:

- * Available to all regular full time and regular part time employees.
- * Payroll deductions can be made in \$10 increments starting at a minimum of \$40 to a maximum of \$230 per month.
- * If you are currently enrolled in the Pre-Tax Transportation Plan and wish to change your current deduction to one of the other options, you must complete a new [Enrollment/Change Form](#). Changes to existing deductions must be received by Payroll Services by the *first week* of a month in order to be effective for the 1st of the following month.
- * You may elect to receive this benefit automatically as a credit to your Metro "SmarTrip" card. Unlike SmartBenefit vouchers, there's no standing in line to pick up a SmarTrip card and if you lose it, Metro transfers the remaining balance at the time you reported it lost to a new card. (For a description of the SmarTrip program or go to Metro's Internet site at: <http://www.wmata.com/USINGMET/smartrip.htm>). If you only ride Metrorail, you are required to elect this option.
- * If your commute involves public transportation provided by regional transit systems that *have not* adopted the SmarTrip payment option, you will receive SmartBenefit vouchers. Those systems are Virginia Railway Express (VRE),

MARC Train Service, MTA commuter buses (Eyre, Dillon's, and Keller) and MetroAccess.

- * SmartBenefit vouchers and/or SmarTrip cards never expire. If you participate in this program you will receive SmartBenefit vouchers or SmarTrip credits each month. You must however, be sure to claim your SmarTrip credit and/or pickup your SmartBenefit vouchers each month.
- * Smarttrip benefits can be added to your card on the 1st of each month following the month deductions are made.
- * SmartBenefit vouchers can be picked up from the Ticketmaster's office located on the ground floor of the Marvin Center.
- * Upon termination, if you did not cancel your pre-tax transportation benefit prior to the monthly due date for changes, you must contact the Payroll Department for proper disposition of your last month's deduction.
- * Deductions are taken twice a month for employees paid on a bi-weekly basis and once a month for employees paid on a monthly basis.
- * Employees may enroll or suspend participation at any time during the year. You may suspend or reactivate your pre-tax deduction once per quarter, or when you move, or change commuting modes. When you terminate your participation will end, but you can continue to use up your remaining SmartBenefit vouchers and/or SmarTrip credits.

YES! I'm Interested!

- * Foggy Bottom staff - pick up information and enrollment materials from the Payroll Services Office in the Academic Center, 1st floor (Rome Hall, 101)
- * All others, complete the form below and return it to Payroll Services, Academic Center (Rome Hall, room 101).

Please send me more information on how I can sign up for the SmarTrip/ SmartBenefit Voucher plan.

Name _____

Campus Mail Address _____

Phone (include area code and exchange) _____