HRDG 4080 - Transit Incentive Program - Section C

Last Modified:

Subchapter 4080
Transit Incentive Program
Section C - Voucher Distribution

- What are Smart Benefits?
- How Do I Apply?
- When are Smart Benefits Effective?
- What Happens if My SmarTrip Card is Lost or Stolen?
- Can My Smart Benefits be Used for Parking?
- What if I Leave the Agency and My Monthly Benefits have Already Loaded?

Back to 4080 Table of Contents

What are Smart Benefits?	Smart Benefits are an electronic way to receive your transit benefits. Your benefits are electronically added each month to your Metro registered SmarTrip card. The SmarTrip card is a permanent plastic farecard that you register with Metro at the time of purchase with your name, address, and password. Employees must also be enrolled in the USDA Commuter Transit Subsidy Benefits Program in order to participate. Employees who ride modes of mass transportation must enroll in Smart Benefits.

How Do I Apply?	To apply for Smart Benefits, employees must presently own or purchase a SmarTrip Card. The SmarTrip Card must also be registered online at **http://www.wmata.com**. Once the card is registered applicants must complete the USDA – Transit Benefit Program Application System at: USDA | US Department of Transportation. The application will be routed electronically to both your supervisor and the Transit Benefit Coordinator for approval before moving on to DOT for final processing.
When are Smart Benefits Effective?	Once the application is processed, Smart Benefits participants can load their benefits on a monthly basis any time during a given month when passing through any Metro faregate. Existing balances will remain on the card. Unclaimed benefits do not carry over. Employees may not claim retroactive benefits or future benefits.

What Happens If my SmarTrip Card is Lost or Stolen?

If your SmarTrip card is lost, stolen, broken, or damaged, use the following chart to have it replaced:

Step	Who	Does What?
1	Transit Benefit Participant	Purchases a new SmarTrip card and registers it online with Metro at **http://www.wmata.com**.
2	Transit Benefit Participant	Informs Metro that you have lost your SmarTrip card by Contacting Metro SmarTrip customer service at 888-762-7874. Ask Metro to transfer any personal funds from your old car to the newly registered one.
3	Transit Benefit Participant	Submits an Address/SmarTrip Change Application in the electronic application and include the new card number. 1. Go to **USDA | US Department of Transportation** 2. Click on Participating Agencies – Apply/Recertify 3. Scroll down and click on USDA 4. Under Application select USDA - Transit Benefit Program Application System 5. Login 6. Click on Transit Benefit Application 7. Click on Address/Smartrip Change and continue from there.

This same process applies to broken or damaged SmarTrip cards.

Can My Smart Benefits Be Used For Parking?	No, employees must add their own money to their SmarTrip card to cover parking costs. Agency funds must only be used for commuting.
What if I Leave the Agency and My Monthly Benefits have Already Loaded?	You may continue to use the benefits currently on the card; however, you must complete a USDA Transit Benefit Program withdrawal application to cancel participation in the program. If applicable, you should pay back any overpayment of the Smart Benefits for the month (s) AFTER the separation effective date. To reimburse the Agency for an overpayment of Smart Benefits: **APHIS** employees must complete an **APHIS Form 94** (377.87 KB) showing the following accounting information for depositing the check: 952 3803 005 – BOC 1285. The first number of the accounting code represents the current FY (for example: 9 for FY 2009, 0 for FY 2010, and so on). Mail the APHIS Form 94 and check made out to USDA, APHIS to: US Bank P.O. Box 979043 St. Louis, MO 63197 **AMS** employees must complete an AMS Record for Deposit (see your coordinator for this form) showing the following accounting information for depositing the check: 996003989 - BOC 1285. The last number of the accounting code represents the current FY (for example: 9 for FY 2009, 0 for FY 2010, and so on). Mail the AMS Record for Deposit form and check made out to USDA, AMS to: US Bank P.O. Box 79064 St. Louis, MO 63179

Return to 4080 Table of Contents

Print