

Transit Benefit Program Preparation Checklist

1. Login.gov Government Email Address Registration

To submit the TRANServe application, all users must connect their government email address through login.gov to the larger TRANServe system. To view step-by-step instructions on how to link one's work email with TRANServe, please review and follow the instructions within this [quick guide](#)

2. Transit Benefit Integrity Training

All applicants must complete the requisite [Transit Benefit Integrity Training](#) prior to completing and submitting a transit benefit application. If an applicant does not complete the required training prior to submission, their application will be disapproved, returned to the user, and not processed until the training module is completed.

3. Information Needed for Your Application

- a. Name of transit company used for your commute
- b. Actual Commuting Cost
- c. Program Office
- d. Personal Home Address

4. Your Checklist

- ☐ Transit Subsidy Integrity Awareness Training
- ☐ Commuting Office Street Address, City, State, and Zip Code
- ☐ Personal Home Address
- ☐ Commute Time (One-Way)
- ☐ Type of Transportation Method(s)
- ☐ Daily Expense for Each Direction

☐ Total Days Per Month Commuting

4.1.1 Commute Time (One-Way, Door-to-Door)

Commute time begins once you leave your home (or EPA-RTP) and ends once you arrive at EPA-RTP (or home).

4.1.2 Commuting Office Street Address, City, State, and Zip Code

4.1.3 Type of Transportation Method(s)

Transportation method(s) currently include vanpool.

4.1.4 Commute Daily Expense in Each Direction

To help you determine your daily commuting expenses, please visit [Transit Authority Links](#)

4.1.5 Total Days per Month Commuting

To calculate your total days per month commuting, please account for only the days when you are working on-site. If your on-site schedule changes at some point in the future, you can go back into the TRANServe application and amend it to reflect your new commute time and expenses.