# FTC Transit Benefit Program Application Guide

# Rules of Behavior

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 at this or 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 any time during a given month I am out of work due to sickness, vacation, on official travel, use a private vehicle for commuting, or any other reason 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.

**ATTENTION – YOUR TRAVEL DATA CAPTURED BY WMATA THROUGH YOUR USE OF SMARTBENEFITS MAY BE ACCESSED BY THE FTC TO DETERMINE WHETHER ANY FRAUD, ABUSE, OR MISCONDUCT HAS OCCURRED.  A FINDING OF FRAUD, ABUSE, OR MISCONDUCT MAY RESULT IN DISCIPLINARY OR ADVERSE ACTION.**

**Note:** If you do not complete and submit your application <u>during your login session</u>, you will need to start over the next time you login.  The system will not save your information if not completed.

**Note**: Once you are logged in, you may click on 🔵 for additional information.

# Instructions

Complete the following steps to register for FTC Transit Subsidy Benefits via the DOT website. Transit benefit subscribers will need to have their Management Information System Number (MISNO) in order to complete the application.  Your MISNO can be found on your profile on the FTC Staff Locator by clicking here. Visit the wmata.com Trip Planner to calculate your one-way, rush hour, daily commuting cost. You will need that dollar amount in order to complete your application.

**Step 1:**

Register with DOT for transit benefits at **https://transitapp.ost.dot.gov/index.cfm**, and complete the following steps:

1. Click on "**Register**" near the middle of the page
2. Complete the "Register Account Information" data fields , and click "**Register**"

**Note**:  The **Agency/Mode** field will auto-populate with "FEDTRADCOM" once your FTC email address is validated.

**Note**:  Once you have successfully registered, you will receive an email containing a temporary password.

**Step 2:**

On your initial login, use the temporary password in the email you received from DOT after registering.  You will then be directed to create a unique password.  Once you establish your unique password, complete the following steps:

1. Login to TRANServe using your username (FTC email address) and password
2. Select "**Transit Benefit Application**"
3. Select the **Certify/Enroll** radio button
4. Click "**Continue**"
5. Read the certification **WARNING** message, and click "**I Agree**" to continue

**You must agree to the terms and conditions of the Transit Benefit Program to proceed with the application.**

**Step 3:**

Complete the Transit Benefit Application Worksheet as outlined below.  Keep this Application Guide handy, as you need to refer to it in order to complete certain fields:

1. Reason for Certification:
   - For current benefit subscribers, select "**Annual Certification/Recertification**"
   - For new benefit subscribers, select "**New Transit Benefit Participant**"
2. Civilian/Military:  If not prepopulated, select "**Civilian**" from the dropdown menu (all transit benefit participants at the FTC should select "Civilian" in this field)
3. Work Status:  Select the appropriate category

4. Select your **Transportation Method**(s) (Bus, Other Bus, Rail, Other Method, Van Pool).  Once you select a method of transportation, text boxes for the respective methods will appear.  Fill out the appropriate information.  See the examples below.



**Note**:  If you use <u>more than one method</u> to get to/from work (<u>split subsidy</u>), you must <u>select more than one method to input your data</u>.  For instance, if you take the VRE and the subway (both are considered "Rail"), and you choose "Rail" for the VRE portion, you must then select "Other Method" to input data for the subway.  Selecting "Rail" again will deselect the method, and reset your data.  See the example below:

- Fill in the **Name** of the transportation company that you use for each method (WMATA, VRE, MARC, KELLER, etc.)
- Fill in the **Daily Expense** that you incur (the total amount for "**to work**" and "**from work**" should equal your daily total for the respective method)
- Fill in the **Days per Month** (Enter the number of days you routinely commute, not total workdays, e.g. if you telework some days, etc.). For transit benefit purposes, a regular monthly schedule at the FTC equates to 22 days, and an AWS schedule equates to 20 days (less any telework days).
- **Monthly Expense** and **Total Monthly Expense** are auto calculated (confirm the amount is correct)

## Step 4:

Continue the Transit Benefit Program Application by completing the steps below:

1.  Identifier/MISNO:  Enter/Verify your **MISNO** (can be found on your profile on the FTC Staff Locator by clicking [here](#))
2.  Confirm that your name and email address are correct
3.  Work Phone:  Enter/Verify your **Work Phone** number
4.  Common Identifier:  Enter "**Transit**"
5.  Select your Agency:  Verify "**FEDTRADCOM**" is populated
    **Note**:   FEDTRADCOM is the DOT identifier for the Federal Trade Commission.
6.  Region:  Select the appropriate **Region city** from the drop down menu
    **Note**:   All National Capital Region (NCR) benefit subscribers should select "**DC**".
7.  Org Code:  Select your four (4) digit **Org Code**
8.  Location/Building: Click "**Select**", then click the **checkbox** next to your respective primary work location
9.  Work Information:
    - Enter your **Work Address.**  Enter the full address **To** which you commute via mass transit
10.  Residence Information:
    - Enter your **Home Address**.  Enter the full address **From** which you commute via mass transit
11.  Point of Contact:  Click "**Select**", then click the **checkbox** next to your respective Agency Transit Coordinator's name
12.  Manager Phone:  **Not required**
13.  SmarTrip® Card number:
    - All employees outside of the NCR, enter "**NA**"
    - NCR employees, enter/verify your *SmarTrip® Card number* (should auto-populate if you already have a *SmarTrip® Card*)
        - If you do not use a **SmarTrip® Card**, enter "**NA**"

See the graphic below for help finding the correct number format for your card:

Enter the SmarTrip Card number without dashes or spaces.
See the samples below to identify your card number series, then insert the numbers on the application in the same format that follow =

Type #1: 012345678 C3DW803 = 012345678
Type #2: 12345678 3 C3DW803 = 123456783
Type #3: C3DW017 0020 0001 5644 364 6 = 0020000156443646
Type #4: GD1137 0167 0693 4564 7992 9601 = 01670693456479929601

*Please note that changing the name on your Smartrip.com account will not update your Smartrip card registration. These are two separate features that do not link.

14. Comment for Agency Approvers:
    - Ignore this field unless you need to enter any **additional information** that will assist in the approval process
    - **DO NOT enter any Personally Identifiable Information** (PII), e.g. Transit Debit Card (**TRANServe Card**) number, Social Security Number, etc…
15. To submit your application, click "**Continue**"
    - Clicking "**Continue**" will submit your application
    **Note**: The System will prompt you to enter missing information if you did not fill out all of the required fields. As necessary, complete the required fields, and repeat step 15 until the application is submitted successfully.
16. Smart Benefits Program:
    - If you entered a *SmarTrip® Card* number in Step 13 above, select the appropriate response if you would like to enroll in the **Smart Benefits Program**

Your Agency Transit Coordinator will be notified to process your application. You will receive email notifications as your Transit Benefit application progresses.

# Points of Contact:

Should you have any questions, please contact:

- Lynn Dawson          cdawson@ftc.gov          (202) 326-2940
- Darlene Lyles          dlyles@ftc.gov          (202) 326-2840