

# METRO SMARTBENEFITS® PROGRAM

## DISTRICT OF COLUMBIA EMPLOYER TRANSIT BENEFIT

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### WHAT IS THE SMARTBENEFITS® PROGRAM?

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SmartBenefits® is a transit benefit program administered by the Washington Metropolitan Area Transit Authority (Metro). SmartBenefits® are auto-loaded to your SmarTrip® card – Metro’s rechargeable card.

The monthly benefit is \$150.00, non-taxable, and will be assigned to registered SmarTrip® cards as a direct employee benefit for those eligible and enrolled in the program. The funds can be used for rail, van pool and bus travel throughout the District of Columbia metropolitan region. Any unused balance at the end of the month *will not* carry over to the following month.\*

\*You can add up to \$300 to your SmarTrip® card in addition to the transit benefit. Your personal funds *will* carry over to the following month. Personal funds from your SmarTrip® card will be used for transit only after you have exceeded your monthly SmartBenefits® allotment.

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### WHO IS ELIGIBLE?

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Carnegie Mellon faculty and staff who are scheduled to work at least 17.5 hours per week, and commute to work in the District of Columbia metropolitan region, are eligible to participate in this program.

If you already take advantage of any pre-tax parking benefit available at your location, you are not eligible to participate in the SmartBenefits® transit program. However, you are permitted to switch from pre-tax parking to transit at any time.

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### WHERE CAN I USE IT?

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SmartBenefits® can be used on Metrorail, Metrobus and the following bus systems:

- ART (Arlington Transit)
- DC Circulator
- PRTC OmniRide
- CUE (Fairfax City)
- Fairfax Connector
- Ride On (Montgomery County)
- DASH (Alexandria)
- Loudoun County Transit
- TheBus (Prince George’s County)

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 more information on these options, visit [www.wmata.com/smartbenefits](http://www.wmata.com/smartbenefits).

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### WHEN DOES THE BENEFIT START AND HOW DO I ENROLL?

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New hires are eligible for the transit benefit on the first of the month following 30 days of employment with Carnegie Mellon.

Complete and return the Metro SmartBenefits® Enrollment Form indicating your SmarTrip® card serial number\*. Forms must be returned by the 10<sup>th</sup> of the month prior to the start date of the benefit.

\*Your SmarTrip® card must be already registered with Metro. If you have not registered your card, please call Metro at (888) 762-7874.

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### WHEN DOES THE BENEFIT END?

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Benefits will end at the end of the month in which you leave employment or lose eligibility for the SmartBenefits® program.

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### QUESTIONS?

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For questions about the SmartBenefits® program, please contact Alisa Thomas at 703-247-1342 or [amh298@sei.cmu.edu](mailto:amh298@sei.cmu.edu).

*The Washington Metropolitan Area Transit Authority (Metro) SmartBenefits® program is offered to CMU employees in the District of Columbia area only. For information on benefits available at other CMU locations, please visit the [Human Resources website](#).*

## METRO SMARTBENEFITS® ENROLLMENT FORM

DISTRICT OF COLUMBIA EMPLOYER TRANSIT BENEFIT

### Employee Information Please print or type

Last Name	First Name	M.I.	Andrew ID
E-mail Address		Work Phone	Home Phone

Do you currently take advantage of any pre-tax parking benefit from Carnegie Mellon?

No     Yes (If yes, but cancelling the parking benefit, please indicate cancel date: \_\_\_\_\_)

### SmartBenefits® Program Information

The SmartBenefits® program is administered by the Washington Metropolitan Area Transit Authority (Metro). Once enrolled, \$150 per month will be assigned to your SmarTrip® card. Any unused balance at the end of the month will not carry over to the following month.

Please complete and return this signed enrollment form to:

**ALISA THOMAS**  
**SOFTWARE ENGINEERING INSTITUTE**  
**4301 WILSON BOULEVARD, SUITE 200**  
**ARLINGTON, VA 22203**

Or via e-mail to: [amh298@sei.cmu.edu](mailto:amh298@sei.cmu.edu)

**\* FORMS MUST BE RETURNED BY THE 10<sup>TH</sup> OF THE MONTH PRIOR TO THE START DATE OF THE BENEFIT \***

### SmarTrip® Card

_____	<input type="checkbox"/> New Enrollment
SmarTrip® Card Serial Number	<input type="checkbox"/> Replacement
	<input type="checkbox"/> Cancel Participation (effective _____)

*Note: Your SmarTrip® card must be already registered with Metro. If you have not registered your card, you may do so by calling (888) 762-7874.*

### Employee Signature

_____	_____
Signature	Date

*Questions? Please contact Alisa Thomas at [amh298@sei.cmu.edu](mailto:amh298@sei.cmu.edu) or 703-247-1342.*

### For Administrative Use Only

_____	_____	_____
Date Received	<input type="checkbox"/> Start / <input type="checkbox"/> Cancel Date	Reviewed By