



## WMATA SmartBenefits

The SmartBenefits program allows our full-time, benefit-eligible employees the opportunity to set aside pre-tax dollars from each paycheck to be credited to your WMATA SmarTrip card, which can be used to pay for transit fares throughout the D.C. metropolitan region. SmartBenefits are eligible for forms of transit/parking that accept SmarTrip cards, including Metrorail, Metrobus, Metro parking, ART, CUE, DASH, DC Circulator, Fairfax Connector, Loudoun County Transit, PRTC OmniRide, Ride On, and TheBus\*. For 2020, employees are able to set aside up to **\$270 per month** for eligible transit or parking costs.

You may enroll, change, or terminate the benefit at any time during the year by submitting a new form. **All enrollments, cancellations or changes MUST be submitted by the 10<sup>th</sup> of the month for the change to take effect the following month** (e.g. form must be submitted by April 10 for termination effective May 1).

### Enrollment & Change Instructions

1. Before you can enroll in SmartBenefits, **you must have a SmarTrip card and your SmarTrip card MUST be registered through Metro**. It only takes a few minutes to register your SmarTrip card online, though the system may require up to 48 hours for processing. To register your SmarTrip card please visit <https://smartrip.wmata.com/Account/Create>
2. Complete the attached SmartBenefits Enrollment & Change Form. Be sure to indicate the appropriate deduction type and start date on the form and carefully enter your SmarTrip card's serial number on the form. The serial number can be found on the back of your SmarTrip card. All SmarTrip card serial numbers should begin with the numbers '01' or '002'.
3. Submit completed and signed form to Human Resources by the 10<sup>th</sup> day of the month prior to the month you would like the enrollment, change, or cancellation to take effect.
4. Computercraft will load the requested value of your transit or parking benefit automatically onto your registered SmarTrip account each month. You will still be able to add supplementary funds for personal use onto your SmarTrip card on a regular basis. Any unused benefit will rollover into your transit or parking account at the end of each month.

\*Employees utilizing MARC, VRE, and MTA Commuter buses are still able to participate in the SmartBenefits program by allocating your SmartBenefits funds to a personal account through Commuter Direct (<https://www.commuterdirect.com/smartbenefits/> or 703-228-7433) OR the Maryland Transit Authority (<http://mta.maryland.gov/ticket-purchases-using-smart-benefits> or 1-866-743-3682) for providers such as MetroAccess, Virginia Railway Express (VRE), MARC Train Service and MTA Commuter buses. Once enrolled in SmarBenefits you will be able to purchase applicable transit tickets/passes through Commuter Direct or Maryland Transit Authority with your SmartBenefits funds. After enrolling in SmartBenefits, you will be responsible for contacting the applicable provider to set up this form of transit.

If you have any questions regarding the SmartBenefits program, please contact us at 571-266-3120 or [isuh@computercraft-usa.com](mailto:isuh@computercraft-usa.com)