The United States Court of Appeals for the Federal Circuit

Transit Subsidy Program

The Transit Subsidy Program is a supplemental benefit offered by the United States Court of Appeals for the Federal Circuit. Subject to funding, all employees who use approved public transportation are eligible to receive a monthly benefit. The court has approved the current maximum allowable benefit of up to $255 per month. The amount of the benefit is determined by each participant's actual monthly transportation costs. *SmartBenefits* may be used on Metrorail/Metrobus or exchanged for fares for approved alternate transit providers. Benefits may not be given, sold, or otherwise transferred to another person.

Eligible employees will need a registered *SmarTrip* card in order to participate in the *SmartBenefits* program. A *SmarTrip* card is a permanent, rechargeable farecard that contains a computer chip to track the value of the card. *SmarTrip* cards can hold up to $300 in Metro value and, once registered, the value of the card will protected if the card is lost or damaged. *SmarTrip* cards may be purchased online at www.WMATA.com, at Metro sales offices (closest is Metro Center), and at select CVS locations.

Enrollment forms, as well as a list of participating transit systems, may be obtained from the court's Transit Subsidy Coordinator (see below). As required by the *SmartBenefits* program, fully completed and signed enrollment forms must be received by the Coordinator **no later than the 14th day of the month** in order to be eligible to begin receiving the subsidy the **following month**. Approved funds are automatically loaded into the transit benefits purse of the participant's *SmarTrip* account on the first day of each month following enrollment.

Please note that employees with an assigned parking space in the court's garage are not eligible to participate.

To participate in the program please contact:

Subrenia Stephens
Transit Subsidy Coordinator/Human Resources Technician
ASO/Suite 410
Email: subrenias@cafc.uscourts.gov
Telephone: (202) 275-8151

United States Court of Appeals for the Federal Circuit

SmartBenefits

☐ Current User ☐ New User	SmarTrip Card Serial Number (must be registered in employee's name)

Applicant Information

1. ☐ New Application ☐ Change to Application Information ☐ Annual Recertification

2. Name

3. Home Address			7. Chambers/Office
			8. Office Telephone Number
4. City	5. State	6. Zip Code	9. Number of days per week that you use mass transit to commute to work?

10. Do you receive reduced fare rates (employees with disabilities or senior citizens)? ☐ Yes ☐ No

11. Are you an Intern? ☐ Yes ☐ No	12. Internship Start Date	13. Internship End Date

Commuting Costs

Reminders:
Parking fees are not allowed and cannot be included when computing transit costs.
If you receive reduced transit fares, you must calculate your costs using the amount you actually pay.

AM Daily		PM Daily	
☐ Bus:	_____	☐ Bus:	_____
☐ Metro:	_____	☐ Metro:	_____
☐ Commuter Train:	_____	☐ Commuter Train:	_____
☐ Other:	_____	☐ Other:	_____

Total Daily Commute: $_____

Employee Certification

WARNING: I understand that it is a federal crime under United States Code, Title 18, Section 1001, to make a false statement on this form. If I make a false statement I may be subject to administrative punishment, which may result in the termination of my employment.

I certify that the information on this form is true and correct to the best of my knowledge, and that:

I do not utilize the parking facilities at 717 Madison Place, NW, Washington, DC.
I am eligible for SmartBenefits and will use it for my regular daily commute to and/or from work.
I will not transfer fare media to anyone else.
The monthly SmartBenefits that I will receive do not exceed my average monthly commuting cost.
If my monthly commuting cost exceeds the statutory limit, I will supplement the cost with my own funds.
If there is a change to my daily commuting cost, I will notify the Transit Subsidy Coordinator.

14. Applicant Signature	15. Date

SmartBenefits®

Autoload Begins October 1, 2011

Metro's SmartBenefits® program is taking steps to comply with the IRS requirement to separate parking and transit benefits to restrict comingled use. (Internal Revenue bulletin Rev. Rul. 2006-57)

Claiming your SmartBenefits®

Beginning with October's benefits, you will no longer need to load your SmartBenefits® onto your SmarTrip® card at a Farecards and Passes machine. With Autoload, your benefit will remain in an account. And like a debit card, your SmarTrip® card will access the account and deduct the fare or parking fee when you tap your card to a Metrorail faregate, bus farebox or Metro parking target.

Preparing your card to access your account

To access your account beginning in October, you must use your SmarTrip® card at least once in the last two weeks of this month (Sept. 16 - 31). This action prepares your card to access the account. This is only important if you HAD NOT planned on using your card in the last two weeks of the month. If you're a regular commuter, it's not an issue. You must repeat this step if you replace your SmarTrip® card or make any changes to your benefits.

Autoload works on Metrorail, as well as Metrobus and these regional bus systems: ART, CUE, DASH, DC Circulator, Fairfax Connector, Loudoun County Transit, PRTC OmniRide, Ride On and TheBus. It does not work on the MTA bus and rail systems.

Changes to SmartBenefits®

Beginning in October, unused monthly benefits will be credited back to your employer's account. Also beginning in October, transit funds will not be transferrable from one purse to another. Transit benefits will not pay for parking and parking benefits will not pay for transit. Nor will funds be able to transfer into your personal stored value purse.

Your personal stored value purse allows you to load additional amounts to cover either transit or parking. Transit and parking payments will be deducted from your transit and parking benefits purses first. If and when those funds are exhausted, payments will be deducted from your personal stored value purse.

Any funds on your card prior to October 1, 2011 will move into your personal stored value purse.

Transit benefits are limited for use on bus and rail, however, transit benefits may be reallocated for MetroAccess, MARC, VRE, MTA commuter buses, registered vanpools and independent bus services.

Immediately notify your program administrator if you replace your registered SmarTrip® card. Register your replacement card immediately at www.smartrip.com. Please allow at least 24 hours for registration to occur.

SmartBenefits® cannot be assigned to unregistered cards.

You can view:

- Personal stored value balance at any Farecards and Passes machine.
- Transit purse at any faregate or farebox.*
- Parking purse at any Metrorail parking target.*
- All balances — plus all transactions — by creating an online SmarTrip® account. Go to smartrip.com and click on Manage your Account Online.

* If a portion of your fare or parking fee comes from your personal stored value purse (due to insufficient funds in your transit or parking purses), the amount displayed will be the balance from your personal stored value purse.

SmartBenefits® at a glance

Now your SmarTrip® card has three purses:

Personal Stored Value	Transit	Parking
Use for transit or parking	Funds used first	Metro parking only
Use personal funds to add value	Employer assigns funds	Employer assigns funds
Cannot transfer value to transit or parking purse	Cannot be used for parking	Cannot transfer to transit or stored value
View balance at Farecards & Passes machine, online SmarTrip® account	Cannot be transferred to parking or stored value	View balance at parking target, online SmarTrip® account
$300 maximum balance	View balance at faregate, farebox, online SmarTrip® account	

- SmartBenefits® cannot be assigned to unregistered cards.
- Register your card at smartrip.com
- Notify your employer immediately when you replace your card.
- See your employer for program details.

Customer Service:

SmarTrip®	1-888-762-7874 or smartrip@wmata.com
SmartBenefits®	202-962-1326, option 3 or wmata.com
Commuter Direct	703-228-RIDE (7433)
MetroAccess	301-562-5360