

SmartBenefits[®]

Commuter Benefits Program

NEW ADMINISTRATOR TRAINING

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wmata.com/smartbenefits



Agenda

Commute for Less with SmartBenefits[®]

How Does It Work? (includes a demo)

News You Can Use

Customer Service

Q&A



What is SmartBenefits®?

- SmartBenefits is a simple, fee-free way for employers to save thousands in payroll taxes while allowing employees to commute tax-free.
- Federal tax code* allows employers to offer SmartBenefits as a direct employee benefit, a pre-tax payroll deduction, or a combination of both.
- 2018 IRS Monthly Commuter Benefit Maximums
 - Transit: \$260 per month
 - Parking: \$260 per month

* IRS Qualified Transportation Fringe Benefits: 26 USC Section 132(f)



Multiply the Savings

	PRIVATE SECTOR, STATE & LOCAL GOVT & NON-PROFITS		
	TRANSIT ONLY \$260 / MONTH	PARKING ONLY \$104 / MONTH	TRANSIT & PARK \$364 / MONTH
Annual Benefit or Payroll Deduction	\$ 3,120	\$ 1,248	\$ 4,368
FICA: Social Security Match 6.20%	(194)	(77)	(271)
FICA: Medicare Match 1.45%	(45)	(18)	(63)
Unemployment FUTA 0.60%	(19)	(7)	(26)
Unemployment SUTA 2.62%	(82)	(33)	(115)
EMPLOYER PER EMPLOYEE SAVINGS	\$ (340)	\$ (136)	\$ (476)

	TRANSIT ONLY \$260 / MONTH	PARKING ONLY \$104 / MONTH	TRANSIT & PARK \$364 / MONTH
Annual Benefit or Payroll Deduction	\$ 3,120	\$ 1,248	\$ 4,368
Federal Income Tax 22.00%	(686)	(275)	(961)
FICA: Social Security 6.20%	(194)	(77)	(271)
FICA: Medicare 1.45%	(45)	(18)	(63)
State Income Tax 7.00%	(219)	(87)	(306)
EMPLOYEE TAX SAVINGS	\$ (1,144)	\$ (457)	\$ (1,601)
Net Cost to Employee	\$ 1,976	\$ 791	\$ 2,767

- The more employees you enroll in SmartBenefits, the more you save
- Your account representative and local TDMs* can help you and your employees leverage public transit
<https://www.commuterconnections.org/employers/employer-resources/>
- Commuter Choice MD incentive
<https://mta.maryland.gov/commuter-programs>
- SmartBenefits complies with the DC Commuter Benefits Law

* TDM: Transportation Demand Management



How does it work?

Your monthly SmartBenefits® order is automatically sent to:

- Each employee's *registered* SmarTrip card, and/or...
- Each employees SmarTrip account to purchase passes for any system that accepts SmarTrip cards, and/or...
- Third-parties selected by your employees via the SmartBenefits Passenger Allocation System to purchase passes or fares for VRE; MARC, MTA Commuter Bus; MetroAccess; independent bus service or vanpool rides


Employees tap their SmarTrip card to claim their benefit



Getting Started with SmartBenefits®

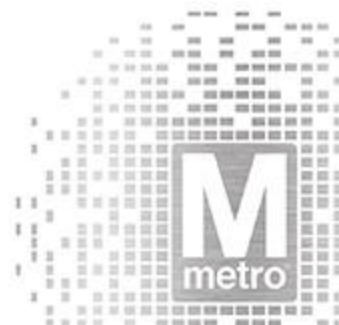
✓ Prepare

- Learn your employees transit and Metrorail parking needs
- Consider how you'll treat unused benefits: Rollover vs. Non-Rollover
- Consider your order payment method: ACH or Credit Card
- **Open a SmartBenefits® Account at wmata.com/smartbenefits**
- Collect *registered* SmarTrip® card numbers, name & benefit amount
- Configure your SmartBenefits® account and assign monthly benefit (1st thru 15th)



Your account representative will help you prepare

- ✓ Any prior month credits applied by the 5th business day
- ✓ Order placed automatically on the 15th at 11:59 pm ET
- ✓ Payment due the first business day after the 15th
- ✓ Benefits are available on the 1st of the upcoming month



The SmartBenefits® Employer Web App Demo



Everything's in the User Guide

- Click on Help to View It
- Examples Illustrate Each Key Step

Process Walkthrough

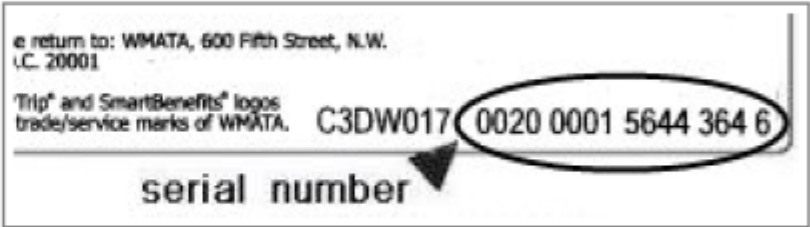
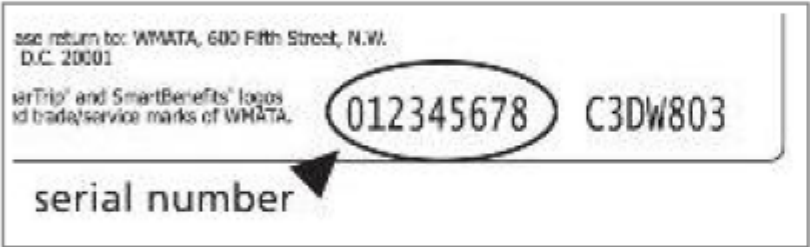
- Set-up Benefit Categories (pg.4)
- Add and Update Employees (pg.7)
- Reassign Benefits for Lost/Damaged Card (pg.11)
- Review Order and Reporting Features (pg.16)



Anatomy of a SmarTrip® Card (part 1)

SmarTrip® Card Serial Number Format

The serial numbers are on the bottom right hand corner on the back of each card. There are four types of SmarTrip® cards. The most common starts with 0167 (highlighted below). You enter card serial numbers without spaces during the Add Employee process.



Anatomy of a SmarTrip® Card (part 2)



Pre-Tax Funds

- Transit Benefit Restrictions
 - Metrorail & Metrobus
 - Regional Bus Partners
- Parking Benefit Restrictions
 - Metrorail Parking Lots Only

After-Tax Funds

- Personal Stored Value
 - No Use Restrictions



Anatomy of a SmarTrip® Card (part 3)



Smartrip Payment Priority

1. Pass
2. SmartBenefits
 - a. Monthly Credits
 - b. Monthly Benefit
3. Personal Stored Value

Balance Display

- Faregates/boxes & parking gates show the balance of the purse used
- SmarTrip Online shows all balances
- Fare Vendors only show stored value balance




Important Dates

- Most Changes Limited to 1st thru 15th (11:59pm ET)
- Only Actions Allowed After the 15th
 - Suspend Benefits
 - Reassign Benefits
 - Distribute SmartBenefits Anytime Funds
- Order Deadline: 15th
(Deadline the same for weekends/holidays. System up 24/7.)
- Payment Due 1st Business Day After Your Order Deadline
(WMATA-Originated ACH Offers Automatic Payment Processing)



Maintain Your Account

Do

- Use  to move between fields.
- Pick the proper benefit category type
- Use the Monthly Checklist
- Remind your employees to:
 - Register their SmarTrip cards (including replacements for lost/damaged cards)
 - Update their Passenger Allocation System account with replacement card numbers
 - Remember the order deadlines

Don't

- Change the Kickoff Date for existing employees
- Mark benefit categories in use as 'not eligible'
- Forget to Monitor Your Account
 - Login at least quarterly to:
 - Learn the latest SmartBenefits news
 - Change your password
 - Keep your email address up-to-date (required for automatic password resets)
 - Review your benefits claimed reports
 - Notify WMATA of changes to payment info



Pro Tip: Credits and Lower Parking Fees

Rush Hour Promise & Grace Period Credit for SmartBenefits®

- All credits for the past month are applied on the 1st to properly track tax-advantaged dollars
- Credit balance displayed on rail faregates and bus fareboxes before normal SmartBenefits balance
- Learn more at wmata.com/promise and wmata.com/graceperiod

Higher Non-Rider Parking Fee

- Popular Metrorail parking garages charge a higher fee to parkers that do not ride Metrorail
- To receive the lower Metrorail rider parking fee, you must use the same SmarTrip card to travel Metrorail and pay for your parking
- Remember to set up a Parking Benefit Type for employees that park at Metrorail garages
- Learn more at wmata.com/parking



Pro Tip: Save up to 20% with SelectPass

SelectPass Features

- Monthly Unlimited Metrorail Use
- Makes sense if you commute 18 or more days a month
- Minimum monthly savings if you commute 22 days a month
 - \$2.00 One-Way fare: **Save \$16**
 - \$6.00 One-Way fare: **Save \$48**
- SmartBenefits Transit Purse or Stored Value Purse automatically charged for fares above the price point
- Learn more at wmata.com/selectpass



Available at SmarTrip Online

Requires Employers to set-up the 'Transit Pass' Benefit Type



Pro Tip: SmartBenefits® Anytime

- Option to provide a transit or parking benefit after the normal SmartBenefits deadline to:
 - New or existing employees
 - Interns or other short-term employees
- SmartBenefits AnyTime funds remain available until used (like a bank account)
- Simple to Set-Up
 - Order anywhere from \$1 to \$10M in Anytime funds by the 15th of the month
 - The funds are available for use on the 1st day of the next month
 - Assign to employee SmarTrip® cards as either rollover or non-rollover for both transit and parking benefit types
 - Typically takes 2-3 days to load to your employee's SmarTrip card



We are here to help

Online

- Customer Support & FAQ
<https://www.wmata.com/business/smartbenefits/faq.cfm>

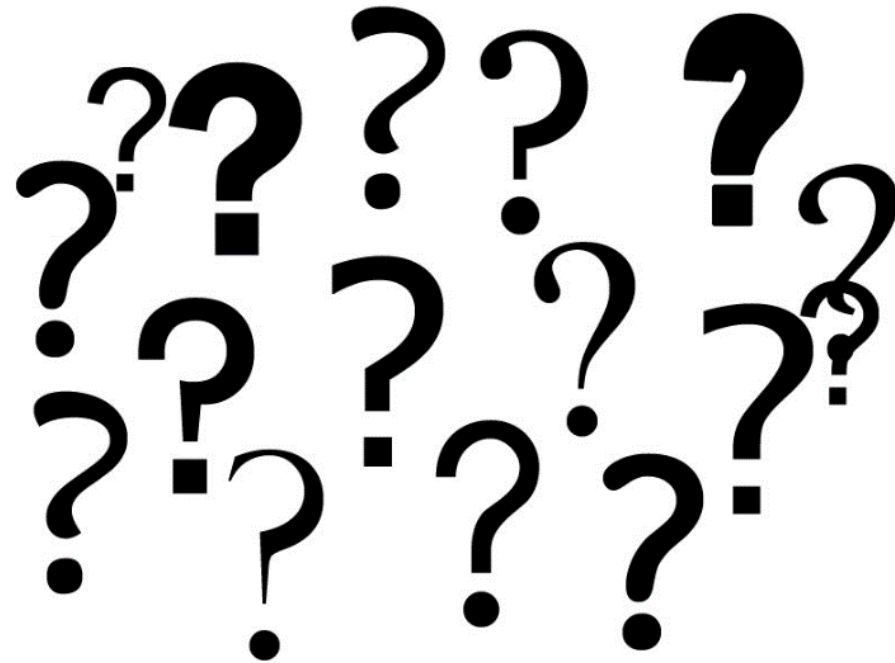
SmarTrip Customer Support

- Employers: 202-962-1326 (have your SB account # ready)
- Employees: 1-888-SMARTRIP (have your ST card # ready)
- email: smartrip@wmata.com
- Hours: 7 AM - 8 PM ET Monday – Friday

SmartBenefits Account Representatives



Questions



Thank you for your time

SmartBenefits[®]

Smart for Employers.
Smart for Employees.
Smart for You.



wmata.com/smartbenefits

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