



SmartBenefits Program

Library Associates Companies encourages the use of public transportation for commuting to and from your work location. We are pleased to provide SmartBenefits to you as an added benefit of employment with Library Associates Companies.

Library Associates Companies SmartBenefits program gives you a convenient way of buying transit fares and parking fees on a pre-tax basis of up to \$55.00 per paycheck deduction (**up to \$110 per month**).

You must have a SmarTrip card in order to participate in the program. A SmarTrip card can be purchased at many metro stations or online at <http://www.wmata.com/onlinestore/default.cfm?nocache>

With your SmarTrip card, you can use your SmartBenefits to ride Metrorail and Metrobus as well as to pay for parking at Metro operated parking lots.

To Participate

To be eligible to participate in LAC's SmartBenefits program, please fill out the SmartBenefits Enrollment form and return it to Jeanne Willwerth, Human Resources Manager (HRM), by the 14th of the month. Please be sure to provide your SmarTrip Card's Serial Number located on the back of the card, bottom right corner, first set of 9 digit numbers.

*There is an approximate 2-month initial processing period before funds can become available. **Please note:*** The first deduction from your paycheck will be the Pay Period Ending of your initial enrollment: i.e., Enrollment Form submitted by 10/14, first Pay Roll Deduction is 10/31, funds available 12/1 (see flowchart).

Funds will be available to upload on to your SmarTrip card approximately 2 months after initial enrollment. To load the benefit onto your SmarTrip card, go to any Metro station Passes/Farecards machine between the first and last day of the month and load your benefit amount onto your SmarTrip card. For detailed instructions on uploading your benefit, please go to <http://www.wmata.com/bus2bus/smartbenefits/smartbenefits.pdf>

To cancel or change the deduction amount, you must complete and submit a new Enrollment Form.

If you have any questions, please contact Jeanne Willwerth, Human Resources Manager, at 240-292-0498 or email jw@libraryassociates.com.

