Insert Company Logo Here

[Insert organization’s name] is introducing a new commuter benefits program beginning on [date]. Full-time and part-time employees are eligible to enroll. You can **save** an average of **1/3** on your commuting costs by participating in this pre-tax transit benefit.

If you get to work by bus, Metro, commuter rail or vanpool, you can elect to withhold up to **$260 per month** from your pay, ***tax-free,*** toward commuting costs. That means you can set aside a total of $3,060 per year, before taxes, for transit and vanpool fares.

**Here is an example of how you can save money:**

|  |  |
| --- | --- |
| Employee’s Annual Pre-Tax Salary Deduction for Transit | $3,060 |
| Federal Income Tax Saved (25%) | ($765) |
| Employee FICA Saved (7.65%) | ($234.09) |
| State Income Tax Saved (6%) | ($183.60) |
| Total Annual Cost to Employee | $1,877.31 |
| **Total Annual Savings to Employee** | **($1,182.69)** |

*Assumptions: Employee pays 25% in federal income tax; employee pays 6% in state income tax*

Using your benefit requires a SmarTrip® card, available at most Metro stations and other vendors. You can also use your benefits on commuter rail, express buses and vanpools that do not accept SmarTrip® cards by simply creating a personal account with [SmartBenefits](http://www.wmata.com/business/employer_fare_program/vanpool_transit.cfm).

Signing up is easy – see [Name and Contact Info] in [Insert department or office location] for more details!

